

# Missouri State Archives

## Finding Aid 5.51

### Office of the Secretary of State

### Records Management

### State Records Commission

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*Abstract:* Meeting minutes (1965-2021) and records series approved by the State Records Commission (1965-2023).

*Extent:* 15.6 cubic feet and 15 electronic files

*Physical Description:* Paper and electronic files

*Alternative Formats:* Digital (Minutes)

*Location:* Missouri State Archives

### Administrative Information

*Access Restrictions:* No special restrictions.

*Publication Restrictions:* Copyright is in the public domain. Items reproduced for online or physical publication should carry the credit line: Courtesy of the Missouri State Archives.

*Preferred Citation:* [Item description], [Date]; Box and Folder; [Series]; State Records Commission, Office of the Secretary of State, Record Group 5.51; Missouri State Archives, Jefferson City.

*Acquisition Information:* Agency Transfer. Accession numbers: 2010-0125, 2017-0204, 2019-0125, 2021-0142, 2023-0155, 2024-0020.

*Processing Information:* Amy Dinkins on 12/06/2021. Updated by Christina Miller on 7/10/2023 and 1/30/2024.

### Historical and Biographical Notes

In 1965, the General Assembly passed H.B. 294, creating the State Records Commission and the Missouri State Archives and Records Management Division “for the efficient and

economical application of management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records.”

In accordance with RSMo 109.250, the State Records Commission determines “what records no longer have any administrative, legal, research, or historical value and should be destroyed or disposed of otherwise.” The Commission was originally comprised of the Secretary of State, Attorney General, State Auditor, or their appointed representative; Director of the State Historical Society; a member of the House of Representatives appointed by the Speaker of the House; and a member of the Senate appointed by the President Pro Tem. The director of the Forms Management Unit was added in 1983 (H.B. 96), the Chief Information Officer was added in 2003 (S.B. 108). In 2010 the Commissioner of the Office of Administration was added to replace the director of the Forms Management Unit (H.B. 1868). The Director of Records Management and Archives serves as secretary to the commission and has no vote.

The Records Management Division works with agencies to create retention schedules (also known as records or disposition schedules). The schedules list records created by the agency, how long they should be kept, and what happens to the records after that time has elapsed – generally destroyed or transferred to the Missouri State Archives. The State Records Commission meets to approve, edit, or reject schedules.

## Timeline

Year	Event
1965	House Bill 294 created the State Records Commission and the State Archives and Records Management Division.
1983	House Bill 96 added the director of the Forms Management Unit to the State Records Commission.
2003	SB 108 added the Chief Information Officer to the State Records Commission.
2010	House Bill 1868 added the Commissioner of the Office of Administration to replace the director of the Forms Management Unit.

## Additional Descriptive Information

### Bibliography

Laws of Missouri,

- 82 General Assembly, Part I Regular Session, 1983, 290; State Documents Collections, Missouri State Archives, Jefferson City.  
<https://mdh.contentdm.oclc.org/digital/collection/molaws/id/60050/rec/141>
- 92 General Assembly, Part I Regular Session, 2003, 835; State Documents Collections, Missouri State Archives, Jefferson City.  
<https://mdh.contentdm.oclc.org/digital/collection/molaws/id/87645/rec/55>

- 95 General Assembly, Part III Regular Session 2, 2010, 466; State Documents Collections, Missouri State Archives, Jefferson City.  
<https://mdh.contentdm.oclc.org/digital/collection/molaws/id/96866/rec/19>

“Records Management and Archives Service.” In *Official Manual of the State of Missouri, 1965-1966*, 61. Missouri Secretary of State, 1966.  
<https://mdh.contentdm.oclc.org/digital/collection/bluebook/id/36967/rec/1>.

## Related Material

State Agency Records Retention and Disposition Schedules. Missouri Secretary of State.  
Current state agency Retention and Disposition Schedules.  
<https://www.sos.mo.gov/records/recmgmt/retention>

## Series

The records are organized into the following series:

Minutes, 1966-  
Agency Retention Schedules, 1966-2007  
State Records Commission Approval Forms, 2008-

## Minutes, 1965-

*Extent:* 2 cubic feet (5 Hollinger boxes and 15 electronic files)

*Arrangement:* Chronological

### Scope and Content

Minutes from State Records Commission meetings include official meeting minutes, notes, and related correspondence from 1965-2021 (bulk dates 1965-2008). Copies of retention schedules being discussed are included with minutes between 1990 and 2008.

Digital copies are available in Reference.

### Container List

Location	Box	Folder	Contents	Date
	1	1-39	Minutes	6/24/1965-7/10/1990
	2	1-6	Minutes	12/2/1992-3/21/1996
	3	1-6	Minutes	3/21/1996-12/17/1998
	4	1-8	Minutes	11/16/1999-6/15/2005
	5	1-4	Minutes	8/2/2007-12/17/2008
	5	5	Miscellaneous Correspondence	1985-1997, 2015
ERA	E004381674		Minutes	10/27/2009
ERA	E004382940		Minutes	09/08/2010
ERA	E004382941		Minutes	10/13/2011
ERA	E004383019		Minutes	06/19/2012
ERA	E004383020		Minutes	11/13/2013
ERA	E004383021		Minutes	06/09/2015
ERA	E004383022		Minutes	11/15/2016
ERA	E004383722		Minutes	03/06/2018
ERA	E004888270		Minutes	10/23/2018
ERA	E004571761		Minutes	05/13/2019
ERA	E004888271		Minutes	11/05/2019
ERA	E004765269		Minutes	06/08/2020
ERA	E004839867		Minutes	01/06/2021
ERA	E005133795		Minutes	07/20/2021
ERA	E005218925		Minutes	06/28/2023

## Agency Retention Schedules, 1965-2007

*Extent:* 10.8 cubic feet (27 Hollinger boxes)

*Arrangement:* By agency code numbers

### Scope and Content

Retention schedules approved by the State Records Commission are organized by agency codes created by the Records Management Division and are in reverse chronological order within each agency folder.

Older retention schedules contain limited information about agency records, but generally include series title, retention and disposition. Schedules updated or written after the [2005 Records Appraisal and Scheduling Standard](#) will include descriptions of the records, scope of what is included in each series, and series cutoffs.

In 2003, the Records Management Division created a General Retention Schedule (GRS) to cover records created by all agencies (correspondence, fiscal records, etc.). Agency schedules updated or written after that point will not include series for those records.

Reading schedules:

- Cutoff: The point when the retention period starts.
- Retention (Years, Months, Days): The period of time records must be kept after the cutoff.
- Disposition: How records are disposed of after the retention period. This includes destruction and transfer to Missouri State Archives.

See State Records Commission Approval Forms for all retention schedules approved after 2007.

### Container List

Agency Code	Box	Folder	Contents
	1	1	Agency Codes
	1	2	General Retention Schedule Original
01-01-00-00	1	3	Office of the Governor
01-02-00-00	1	4	Office of the Governor - Ethics
01-02-00-00	1	5	Office of Adjutant General
01-02-01-00	1	6	Office of Adjutant General - Civil Defense - Disaster Planning and Operations
01-03-00-00	1	7	State Highway Patrol
01-03-01-00	1	8	State Highway Patrol - Finance Supply
01-03-02-00	1	9	State Highway Patrol - Commercial Motor Vehicle Enforcement

<b>Agency Code</b>	<b>Box</b>	<b>Folder</b>	<b>Contents</b>
01-03-03-00	1	10	State Highway Patrol - Planning and Research
01-03-04-00	1	11	State Highway Patrol - Auto Theft
01-03-05-00	1	12	State Highway Patrol - Air Section
01-03-06-00	1	13	State Highway Patrol - Data Processing
01-03-07-00	1	14	State Highway Patrol - Public Information
01-03-08-00	1	15	State Highway Patrol - Motor Vehicle Inspection
01-03-09-00	1	16	State Highway Patrol - Motor Equipment
01-03-10-00	1	17	State Highway Patrol - Communications
01-03-11-00	1	18	State Highway Patrol - Laboratory
01-03-12-00	1	19	State Highway Patrol - Identification
01-03-13-00	1	20	State Highway Patrol - Safety
01-03-14-00	1	21	State Highway Patrol - Personnel and Training
01-03-15-00	1	22	State Highway Patrol - Troops A-I
01-06-00-00	1	23	Liquor Control
01-07-00-00	1	24	Highway Reciprocity Commission
01-08-00-00	1	25	Commission on Human Rights
01-14-00-00	1	26	Law Enforcement Assistance Council
02-00-00-00	1	27	Office of Lieutenant Governor
03-01-00-00	1	28	Office of Secretary of State - Administration
03-01-02-00	1	29	Office of Secretary of State - Deputy of Business
03-01-03-00	1	30	Office of Secretary of State - Deputy of Administrative Services
03-01-18-00	1	31	Office of Secretary of State - Administration
03-02-00-00	1	32	Office of Secretary of State - Corporations
03-03-00-00	1	33	Office of Secretary of State - Securities
03-04-00-00	1	34	Office of Secretary of State - Publications
03-05-00-00	1	35	Office of Secretary of State - Commissions
03-06-00-00	1	36	Office of Secretary of State - Records Management and Archives
03-06-01-00	1	37	Office of Secretary of State - Records Management
03-06-01-00	1	38	Office of Secretary of State - Records Management and Archives
03-06-02-00	1	39	Office of Secretary of State - Archives
03-06-03-00	1	40	Office of Secretary of State - Local Records
03-07-00-00	1	41	Office of Secretary of State - Uniform Commercial Code

<b>Agency Code</b>	<b>Box</b>	<b>Folder</b>	<b>Contents</b>
03-08-00-00	1	42	Office of Secretary of State - Legislative Assistant
03-09-00-00	2	1	Office of Secretary of State - Communications
03-09-00-00	2	2	Office of Secretary of State - Basement Storeroom
03-10-00-00	2	3	Office of Secretary of State - Support Services - Mail and Printing
03-11-00-00	2	4	Office of Secretary of State - Bookkeeper and Personnel
03-12-00-00	2	5	Office of Secretary of State - Executive Deputy
03-13-00-00	2	6	Office of Secretary of State - Administrative Assistant
03-14-00-00	2	7	Office of Secretary of State - Elections
03-15-00-00	2	8	Office of Secretary of State - Campaign Reporting
03-16-00-00	2	9	Office of Secretary of State - Administrative Rules
03-17-00-00	2	10	Office of Secretary of State - Computer Output Microfilm
03-18-00-00	2	11	Office of Secretary of State - Campaign Finance Review Board
03-18-00-00	2	12	Office of Secretary of State - Missouri Elections Commission
03-19-00-00	2	13	Office of Secretary of State - Chief Counsel
03-20-00-00	2	14	Office of Secretary of State - Franchise Tax
03-21-00-00	2	15	Office of Secretary of State - Data Processing
03-22-01-00	2	16	Office of Secretary of State - Library - Administration
03-22-02-00	2	17	Office of Secretary of State - Library - Reference
03-22-03-00	2	18	Office of Secretary of State - Library - Library Development
03-22-04-00	2	19	Office of Secretary of State - Library - Wolfner Library
04-00-00-00	2	20	Office of State Auditor
05-00-00-00	2	21	Office State Treasurer
05-01-00-00	2	22	Office of State Treasurer - Unclaimed Property
05-01-00-00	2	23	Missouri Tourism Commission - Director's Office

Agency Code	Box	Folder	Contents
05-02-00-00	2	24	Missouri Tourism Commission - Assistant Director's Office
05-03-00-00	2	25	Missouri Tourism Commission - Accounting
05-04-00-00	2	26	Missouri Tourism Commission - Film Librarian
05-05-00-00	2	27	Missouri Tourism Commission - Information Coordinator
05-06-00-00	2	28	Missouri Tourism Commission - Photo Lab
05-07-00-00	2	29	Missouri Tourism Commission - Information Clerk
05-08-00-00	2	30	Missouri Tourism Commission - Writer
05-09-00-00	2	31	Missouri Tourism Commission - Art
06-00-00-00	2	32	Office of Attorney General
07-01-00-00	2	33	Department of Agriculture - Director and Deputy Director
07-01-00-00	2	34	Department of Agriculture - Administration
07-02-00-00	2	35	Department of Agriculture - Administrative Services
07-02-00-00	2	36	Department of Agriculture - Egg
07-03-00-00	2	37	Department of Agriculture - Plant Industries
07-03-00-00	2	38	Department of Agriculture - Market News
07-03-00-00	2	39	Department of Agriculture - Livestock and County Fairs
07-04-00-00	2	40	Department of Agriculture - Animal Health
07-04-00-00	2	41	Department of Agriculture - Plant Industry
07-04-00-00	2	42	Department of Agriculture - Entomology
07-05-00-00	2	43	Department of Agriculture - Weights and Measure
07-06-00-00	2	44	Department of Agriculture - Market Development
07-06-00-00	2	45	Department of Agriculture - Grain Feed and Seed
07-07-00-00	2	46	Department of Agriculture - Audits and Compliance
07-07-00-00	2	47	Department of Agriculture - Dairy-Locker
07-08-00-00	2	48	Department of Agriculture - Grain Inspection Weighing
07-09-00-00	3	1	Department of Agriculture - Fairs
07-09-01-00	3	2	Department of Agriculture - Veterinary Diagnostic Laboratory
07-09-02-00	3	3	Department of Agriculture - Veterinary Diagnostic - Field

Agency Code	Box	Folder	Contents
07-10-00-00	3	4	Department of Agriculture - State Milk Board
07-10-00-00	3	5	Department of Agriculture - International Marketing
07-10-00-00	3	6	Department of Agriculture - Emergency Fund
07-11-00-00	3	7	Department of Agriculture - Missouri State Fair
08-00-00-00	3	8	Department of Economic Development - Director Administrative
08-00-01-00	3	9	Department of Economic Development - Directors Office - Financial Systems
08-00-02-00	3	10	Department of Economic Development - Director's Office - Human Resources
08-00-03-00	3	11	Department of Economic Development - Directors Office - Management Information
08-01-00-00	3	12	Department of Economic Development - Savings and Loan Supervisions
08-02-00-00	3	13	Department of Economic Development - Finance
08-03-00-00	3	14	Insurance - Administration
08-03-00-00	3	15	Department of Economic Development - Insurance
08-03-01-00	3	16	Insurance - Financial Exam
08-03-02-00	3	17	Insurance - Receiverships
08-03-03-00	3	18	Insurance - Legal
08-03-04-00	3	19	Insurance - Licensing
08-03-05-00	3	20	Insurance - Life Accident and Health
08-03-06-00	3	21	Insurance - Market Conduct
08-03-07-00	3	22	Insurance - Property and Casualty
08-03-08-00	3	23	Insurance - Statistical
08-03-09-00	3	24	Insurance - Support Services
08-03-10-00	3	25	Insurance - Consumer Affairs
08-03-11-00	3	26	Insurance - Information Systems
08-04-00-00	3	27	Department of Economic Development - Credit Union
08-05-00-00	3	28	Public Service Commission - Staff Director's Office
08-05-01-00	3	29	Public Service Commission - Office of Secretary
08-05-02-00	3	30	Public Service Commission - Utility - Accounting
08-05-03-00	3	31	Public Service Commission - Commissioner

Agency Code	Box	Folder	Contents
08-05-04-00	3	32	Public Service Commission - License
08-05-05-00	3	33	Public Service Commission - Administration EDP
08-05-06-00	3	34	Public Service Commission - Secretary - Internal Accounting
08-05-07-00	3	35	Public Service Commission - Secretary - Information Office
08-05-08-00	3	36	Public Service Commission - Reporting
08-05-09-00	3	37	Public Service Commission - General Counsel's Office
08-05-10-00	3	38	Public Service Commission - Utility - Research and Planning
08-05-11-00	3	39	Public Service Commission - Examining
08-05-12-00	3	40	Public Service Commission - Financial Analysis
08-05-13-00	3	41	Public Service Commission - Customer Service
08-05-14-00	3	42	Public Service Commission - Utility - Generating Facilities
08-05-15-00	3	43	Public Service Commission - Utility - Gas
08-05-16-00	3	44	Public Service Commission - Utility - Water and Sewer
08-05-17-00	3	45	Public Service Commission - Management Services
08-05-18-00	3	46	Public Service Commission - Transportation - Mobile Home and Recreation
08-05-19-00	3	47	Public Service Commission - Transportation
08-05-20-00	3	48	Public Service Commission - Utility - Communication
08-05-21-00	3	49	Public Service Commission - Electric
08-05-22-00	3	50	Public Service Commission - Executive - Personnel
08-05-23-00	3	51	Public Service Commission - Hearing Examiners - Records
08-05-24-00	3	52	Public Service Commission - Administration
08-05-25-00	3	53	Public Service Commission - Utility Services - Procurement
08-05-26-00	3	54	Public Service Commission - Utility Services - Engineering
08-05-27-00	3	55	Public Service Commission - Manufactured Housing
08-06-00-00	3	56	Public Service Commission - Consumer Affairs - Regulation and Licensing

Agency Code	Box	Folder	Contents
08-07-00-00	4	1	Business and Administration - Personnel
08-08-00-00	4	2	Consumer Affairs - Commission on Human Rights
08-08-01-00	4	3	Public Service Commission- Secretary to Commission
08-08-03-00	4	4	Public Service Commission - Director of Utilities - Accounting
08-08-04-00	4	5	Public Service Commission - Transportation
08-08-06-00	4	6	Public Service Commission - Publications
08-08-07-00	4	7	Public Service Commission - Director of Utilities - Engineering
08-09-00-00	4	8	Missouri Tourism Commission
08-10-00-00	4	9	Professional Registration - Director's Office
08-10-01-00	4	10	Department of Economic Development - Professional Registration - Accountancy
08-10-02-00	4	11	Department of Economic Development - Architects, Engineers and Land Surveyors
08-10-03-00	4	12	Department of Economic Development - Professional Registration - Barber Examiners
08-10-04-00	4	13	Department of Economic Development - Professional Registration - Podiatry
08-10-05-00	4	14	Department of Economic Development - Professional Registration - Chiropractic Examiners
08-10-06-00	4	15	Professional Registration - Cosmetology
08-10-07-00	4	16	Professional Registration - State Dental Board
08-10-08-00	4	17	Professional Registration - Embalmers and Funeral Director's
08-10-09-00	4	18	Professional Registration - Nursing
08-10-10-00	4	19	Professional Registration - Optometry
08-10-11-00	4	20	Professional Registration - Pharmacy
08-10-12-00	4	21	Professional Registration - Real Estate Commission
08-10-13-00	4	22	Professional Registration - Veterinary
08-10-14-00	4	23	Professional Registration - Employment Agencies
08-10-15-00	4	24	Professional Registration - Athletics
08-10-16-00	4	25	Professional Registration - Hearing Aid Dealers
08-10-17-00	4	27	Professional Registration - Professional Counselors

<b>Agency Code</b>	<b>Box</b>	<b>Folder</b>	<b>Contents</b>
08-10-18-00	4	28	Professional Registration - Healing Arts
08-10-19-00	4	29	Professional Registration - Psychologists
08-10-20-00	4	30	Professional Registration - Licensed Clinical Social Workers
08-10-21-00	4	31	Professional Registration - Real Estate Appraisers
08-10-22-00	4	32	Professional Registration - Endowed Care Cemeteries
08-10-23-00	4	33	Professional Registration - Occupational Therapy
08-10-24-00	4	34	Professional Registration - Committee of Dietitians
08-10-25-00	4	35	Professional Registration - Committee of Marital and Family Therapists
08-10-26-00	4	36	Professional Registration - Board of Therapeutic Massage
08-10-29-00	4	37	Professional Registration - Interior Design
08-10-30-00	4	38	Professional Registration - Board of Respiratory Care
08-10-31-00	4	39	Professional Registration - Landscape Architecture
08-11-00-00	4	40	Department of Economic Development - Business and Community Services
08-11-01-00	4	41	Department of Economic Development - Administration
08-11-02-00	4	42	Department of Economic Development - Business Development
08-11-03-00	4	43	Department of Economic Development - Marketing Services
08-11-04-00	4	44	Department of Economic Development - Research
08-11-05-00	4	45	Department of Economic Development - International Business
08-11-06-00	4	46	Department of Economic Development - High Technology Programs
08-11-07-00	4	47	Department of Economic Development - Community Development
08-11-08-00	4	48	Department of Economic Development - Small and Existing Business Development
08-11-09-00	4	49	Department of Economic Development - Tax Benefit Program
08-11-10-00	4	50	Department of Economic Development - Missouri Community Betterment

<b>Agency Code</b>	<b>Box</b>	<b>Folder</b>	<b>Contents</b>
08-11-11-00	4	51	Department of Economic Development - Finance
08-11-12-00	4	52	Department of Economic Development - Missouri Film Commission
08-11-13-00	4	53	Department of Economic Development - Community Development Block Grants
08-11-14-00	4	54	Department of Economic Development - Youth Opportunity Program
08-13-03-00	4	55	Department of Economic Development - Community Betterment and Field Assistance
08-13-04-00	4	56	Department of Economic Development - Ozark Regional Commission
08-13-05-00	4	57	Department of Economic Development - Community Management - I.P.A.
08-14-00-00	4	58	Department of Economic Development - Missouri Arts Council
08-15-00-00	5	1	Department of Economic Development - Public Counsel
08-16-01-00	5	2	Department of Economic Development - Transportation - Director's Office
08-16-02-00	5	3	Department of Economic Development - Transportation - Administration Law Judge
08-16-03-00	5	4	Department of Economic Development - Transportation - General Counsel
08-06-04-00	5	5	Department of Economic Development - Transportation - Support Services
08-16-05-00	5	6	Department of Economic Development - Transportation - Enforcement Unit
08-16-06-00	5	7	Department of Economic Development - Transportation - Registration, Audits and Research
08-16-07-00	5	8	Department of Economic Development - Transportation - Railroad Safety
08-16-08-00	5	9	Department of Economic Development - Transportation - Records
08-17-00-00	5	10	Department of Economic Development - Job Development and Training
08-18-00-00	5	11	Department of Economic Development - Unclaimed Property
08-19-00-00	5	12	Department of Economic Development - Research and Information Center
09-01-00-00	5	13	Department of Conservation - Director and Assistant Director

<b>Agency Code</b>	<b>Box</b>	<b>Folder</b>	<b>Contents</b>
09-01-00-00	5	14	Department of Conservation - Springfield Office
09-01-00-00	5	15	Department of Conservation - Kansas City
09-01-00-00	5	16	Department of Conservation - St. Louis
09-01-00-00	5	17	Department of Conservation - Field Activities
09-01-00-00	5	18	Department of Conservation - Fisheries
09-01-00-00	5	19	Department of Conservation - Wildlife
09-01-00-00	5	20	Department of Conservation - Assistant Director's Office
09-01-00-00	5	21	Department of Conservation - Fiscal
09-01-00-00	5	22	Department of Conservation - Personnel
09-01-00-00	5	23	Department of Conservation - Engineering
09-01-00-00	5	24	Department of Conservation - Federal Aid
09-01-00-00	5	25	Department of Conservation - Planning
09-01-00-00	5	26	Department of Conservation - Operations
09-01-00-00	5	27	Department of Conservation - Legal Counsel
09-01-00-00	5	28	Department of Conservation - Information
09-01-00-00	5	29	Department of Conservation - Forestry
09-01-01-00	5	30	Department of Conservation - Administration - Directors Office
09-01-02-00	5	31	Department of Conservation - Administration - General Counsel
09-01-03-00	5	32	Department of Conservation - Administration - Internal Audit
09-01-04-00	5	33	Department of Conservation - Administration - Policy Coordination
09-01-05-00	5	34	Department of Conservation - Administration - Federal Aid
09-01-06-00	5	35	Department of Conservation - Administration - Realty Services
09-02-00-00	5	36	Department of Conservation - Assistant Director
09-02A-00-00	5	37	Department of Conservation - Assistant Director - Purkett
09-02B-00-00	5	38	Department of Conservation - Assistant Director - Brohn
09-02C-00-00	5	39	Department of Conservation - Assistant Director - Capps
09-02-01-00	5	40	Department of Conservation - Administrative Services - General Services

<b>Agency Code</b>	<b>Box</b>	<b>Folder</b>	<b>Contents</b>
09-02-02-00	5	41	Department of Conservation - Administrative Services - Financial
09-02-03-00	5	42	Department of Conservation - Administrative Services - Information Technology
09-03-00-00	5	43	Department of Conservation - Fisheries
09-03-00-00	5	44	Department of Conservation - Fiscal
09-04-00-00	5	45	Department of Conservation - Forestry
09-04-00-00	5	46	Department of Conservation - Personnel
09-05-00-00	5	47	Department of Conservation - Human Resources
09-05-00-00	5	48	Department of Conservation - Engineering
09-06-00-00	5	49	Department of Conservation - Outreach and Education
09-06-00-00	5	50	Department of Conservation - Planning
09-07-00-00	5	51	Department of Conservation - Private Land
09-07-00-00	5	52	Department of Conservation - Planning
09-08-00-00	5	53	Department of Conservation - Protection
09-08-00-00	5	54	Department of Conservation - Operations
09-09-00-00	5	55	Department of Conservation - Resource Science
09-09-00-00	5	56	Department of Conservation - Legal Counsel
09-10-00-00	5	57	Department of Conservation - Wildlife
09-10-00-00	5	58	Department of Conservation - Public Affairs
09-11-00-00	5	59	Department of Conservation - Design and Development
09-11-00-00	5	60	Department of Conservation - Forestry
09-12-00-00	5	61	Department of Conservation - Field and Regional
09-12-00-00	5	62	Department of Conservation - Wildlife
09-13-00-00	5	63	Department of Conservation - Fisheries
09-14-00-00	5	64	Department of Conservation - Field Activities
09-15-00-00	5	65	Department of Conservation - St. Louis
09-16-00-00	5	66	Department of Conservation - Kansas City
09-17-00-00	5	67	Department of Conservation - Springfield
09-18-00-00	5	68	Department of Conservation - Natural History
09-19-00-00	5	69	Department of Conservation - Outdoor Skills
09-20-00-00	5	70	Department of Conservation - Land Acquisition

Agency Code	Box	Folder	Contents
10-00-00-00	5	71	Department of Higher Education - Central Office and Student Aid
10-01-00-00	5	72	Department of Higher Education - State Library
10-01-01-00	5	73	Department of Corrections - State Penitentiary - Business Manager
10-01-02-00	5	74	Department of Corrections - Finance
10-01-03-00	5	75	Department of Corrections - State Penitentiary - Personnel
10-01-04-00	5	76	Department of Corrections - Accounting
10-01-05-00	5	77	Department of Corrections - State Penitentiary - Fire and Safety
10-02-00-00	5	78	Department of Corrections - Classification and Assignment
10-03-00-00	5	79	Department of Higher Education - Missouri State Anatomical Board
10-04-00-00	5	80	Department of Corrections - State Penitentiary - Prison Farms - Director
10-05-00-00	5	81	Department of Corrections - State Penitentiary - Inmate Education - Director
10-06-00-00	6	1	Department of Corrections - State Penitentiary - Warden's Office
10-06-01-00	6	2	Department of Corrections - State Penitentiary - Associate Warden's Office
10-06-02-00	6	3	Department of Corrections - State Penitentiary - Chief Engineer
10-06-03-00	6	4	Department of Corrections - Training Center - Assistant Superintendent Custody
10-07-00-00	6	5	Department of Corrections - Training Center - Superintendent
10-07-10-00	6	6	Department of Corrections - Training Center - Treatment
10-07-02-00	6	7	Department of Corrections - Training Center - Chief Engineer
10-07-03-00	6	8	Department of Corrections - State Penitentiary - Associate Warden - Custody
10-08-00-00	6	9	Department of Corrections - Penitentiary for Women
10-08-00-00	6	10	Department of Higher Education - Lincoln University - Student Special Service
10-08-00-00	6	11	Department of Higher Education - Lincoln University - Student Aid
10-08-00-00	6	12	Department of Higher Education - Vice President's Office

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10-08-00-00	6	14	Department of Higher Education - Safety and Security
10-08-00-00	6	15	Department of Higher Education - Lincoln University - Athletic
10-08-00-00	6	16	Department of Higher Education - Lincoln University - Dean of Administrative Affairs
10-08-00-00	6	17	Department of Higher Education - Lincoln University - President's Office
10-08-00-00	6	18	Department of Higher Education - Lincoln University - Business
10-08-00-00	6	19	Department of Higher Education - Lincoln University - Maintenance
10-08-00-00	6	20	Department of Higher Education - Lincoln University - Records
10-08-00-00	6	21	Department of Higher Education - Lincoln University - Library
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10-08-00-00	6	23	Department of Higher Education - Lincoln University - Student Personnel
10-08-01-00	6	24	Department of Higher Education - Lincoln University - President's Office
10-08-02-00	6	25	Department of Higher Education - Lincoln University - Vice President's Office
10-08-04-00	6	26	Department of Higher Education - Lincoln University - Personnel
10-08-05-00	6	27	Department of Higher Education - Lincoln University - Business Office
10-08-06-00	6	28	Department of Higher Education - Lincoln University - Book Store
10-08-08-00	6	29	Department of Higher Education - Lincoln University - Athletic
10-08-09-00	6	30	Department of Higher Education - Lincoln University - Student Aid
10-08-10-00	6	31	Department of Higher Education - Lincoln University - Library
10-08-11-00	6	32	Department of Higher Education - Lincoln University - Student Special Services
10-08-13-00	6	33	Department of Higher Education - Lincoln University - Infirmary
10-08-14-00	6	34	Department of Higher Education - Lincoln University - Computer Center

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10-08-16-00	6	36	Department of Higher Education - Lincoln University - Maintenance
10-08-17-00	6	37	Department of Higher Education - Lincoln University - Safety and Security
10-08-18-00	6	38	Department of Higher Education - Lincoln University - Records
10-09-00-00	6	39	Department of Corrections - Algoa - Secretary to Superintendent
10-09-01-00	6	40	Central Missouri State University - Office of President
10-09-02-00	6	41	Central Missouri State University - Vice President Academic Affairs
10-09-03-00	6	42	Central Missouri State University - Applied Sciences and Technology
10-09-04-00	6	43	Central Missouri State University - Skyhaven Airport
10-09-05-00	6	44	Central Missouri State University - Safety Center
10-09-06-00	6	45	Central Missouri State University - Testing Center
10-09-07-00	6	46	Central Missouri State University - School of Continuing Education
10-09-08-00	6	47	Central Missouri State University - Business and Economics
10-09-09-00	6	48	Central Missouri State University - Public Services
10-09-10-00	6	49	Central Missouri State University - Admissions and Records
10-09-11-00	6	50	Central Missouri State University - Research and Grant Services
10-09-12-00	6	51	Central Missouri State University - Registrar's Office
10-09-13-00	6	52	Central Missouri State University - Ward Edwards Library
10-09-14-00	6	53	Central Missouri State University - College of Arts and Sciences
10-09-15-00	6	54	Central Missouri State University - Education and Human Resources
10-09-16-00	6	55	Central Missouri State University - Computer Services
10-09-17-00	6	56	Central Missouri State University - Controller

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10-09-19-00	6	58	Central Missouri State University - Physical Plant
10-09-20-00	6	59	Central Missouri State University - Accounting
10-09-21-00	6	60	Central Missouri State University - Residential Life
10-09-22-00	6	61	Central Missouri State University - Financial Aids and Veterans Affairs
10-09-23-00	6	62	Central Missouri State University - Counseling Center
10-09-24-00	6	63	Central Missouri State University - Student Affairs
10-09-25-00	6	64	Central Missouri State University - University Book Store
10-09-26-00	6	65	Central Missouri State University - Student Health Center
10-09-27-00	6	66	Central Missouri State University - Student Activities
10-09-28-00	6	67	Central Missouri State University - University Union
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10-09-30-00	6	69	Central Missouri State University - Placement and Alumni
10-09-31-00	6	70	Central Missouri State University - Graduate School
10-09-32-00	6	71	Central Missouri State University - Athletic Department
10-09-33-00	6	72	Central Missouri State University - Business - Industry - Government Placement
10-09-34-00	6	73	Central Missouri State University - Personnel
10-09-35-00	6	74	Central Missouri State University - Vice President Finance and Administration
10-09-01-00	6	75	Department of Corrections - Intermediate Reformatory
10-09-02-00	6	76	Department of Corrections - Algoa - Chief Engineer
10-09-03-00	6	77	Department of Corrections - Algoa
10-10-00-00	6	78	Northwest Missouri State University - Assistant to President

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10-10-00-00	6	80	Northwest Missouri State University - Housing Office
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10-10-00-00	6	82	Northwest Missouri State University - Student Health Services
10-10-00-00	6	83	Northwest Missouri State University - Fine Arts
10-10-00-00	6	84	Northwest Missouri State University - Personnel
10-10-00-00	6	85	Northwest Missouri State University - Faculty Services
10-10-00-00	6	86	Northwest Missouri State University - Athletic Department
10-10-00-00	6	87	Northwest Missouri State University - Director of Financial Aids
10-10-00-00	6	88	Northwest Missouri State University - Bookstore
10-10-00-00	6	89	Northwest Missouri State University - Security and Safety
10-10-00-00	6	90	Northwest Missouri State University - Physical Plant
10-10-00-00	6	91	Northwest Missouri State University - Communications
10-10-00-00	6	92	Northwest Missouri State University - Alumni
10-10-00-00	6	93	Northwest Missouri State University - Admissions
10-10-00-00	6	94	Northwest Missouri State University - Treasurer
10-10-00-00	6	95	Northwest Missouri State University - President's Office
10-10-00-00	6	96	Northwest Missouri State University - Dean of Students
10-10-00-00	6	97	Northwest Missouri State University - Assistant to Vice President for Administration
10-10-00-00	7	1	Northwest Missouri State University - Vice President for Administration
10-10-00-00	7	2	Northwest Missouri State University - Industrial Service Program
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10-10-00-00	7	5	Northwest Missouri State University - Business and Economics
10-10-00-00	7	6	Northwest Missouri State University - Graduate
10-10-00-00	7	7	Northwest Missouri State University - Continuing Education
10-10-00-00	7	8	Northwest Missouri State University - Dean, Undergraduate
10-10-00-00	7	9	Northwest Missouri State University - Student Activities
10-10-00-00	7	10	Northwest Missouri State University - Police and Security
10-10-00-00	7	11	Northwest Missouri State University - Assistant Provost
10-10-00-00	7	12	Northwest Missouri State University - Cashiering
10-10-00-00	7	13	Northwest Missouri State University - J.W. Jones Student
10-10-00-00	7	14	Northwest Missouri State University - Accounting and Payroll
10-10-00-00	7	15	Northwest Missouri State University - Purchasing
10-10-00-00	7	16	Northwest Missouri State University - News and Information
10-10-00-00	7	17	Northwest Missouri State University - Registrar's Office
10-10-00-00	7	18	Northwest Missouri State University - Learning Resource Center
10-10-00-00	7	19	Northwest Missouri State University - Placement
10-10-00-00	7	20	Northwest Missouri State University - Veteran and Selective Service Affairs
10-10-00-00	7	21	Northwest Missouri State University - Counseling Center
10-10-00-00	7	22	Northwest Missouri State University - Secretary to MSTA
10-10-00-00	7	23	State Board of Training Schools Central Office
10-10-01-00	7	24	State Training School for Boys
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10-10-03-00	7	28	Northwest Missouri State University - Vice President for Academic Affairs
10-10-05-00	7	29	Northwest Missouri State University - Assistant to Vice President for Finance
10-10-06-00	7	30	Northwest Missouri State University - Director of Financial Aids
10-10-07-00	7	31	Northwest Missouri State University - Treasurer
10-10-08-00	7	32	Northwest Missouri State University - Fine Arts
10-10-09-00	7	33	Northwest Missouri State University - Personnel
10-10-10-00	7	34	Northwest Missouri State University - Faculty
10-10-11-00	7	35	Northwest Missouri State University - Security and Safety
10-10-12-00	7	36	Northwest Missouri State University - Communications
10-10-13-00	7	37	Northwest Missouri State University - Secretary to MSTA
10-10-14-00	7	38	Northwest Missouri State University - Graduate
10-10-15-00	7	39	Northwest Missouri State University - Business and Economic
10-10-17-00	7	40	Northwest Missouri State University - Business Manager
10-10-21-00	7	41	Northwest Missouri State University - Industrial Service Program
10-10-24-00	7	42	Northwest Missouri State University - Dean, Undergraduate
10-10-26-00	7	43	Northwest Missouri State University - Registrar's Office
10-10-27-00	7	44	Northwest Missouri State University - Purchasing
10-10-28-00	7	45	Northwest Missouri State University - Accounting and Payroll
10-10-29-00	7	46	Northwest Missouri State University - Cashiering
10-10-31-00	7	47	Northwest Missouri State University - News and Information
10-10-33-00	7	48	Northwest Missouri State University - Learning Resource Center

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10-10-37-00	7	50	Northwest Missouri State University - Counseling Center
10-10-38-00	7	51	Northwest Missouri State University - J.W. Jones Student
10-10-39-00	7	52	Northwest Missouri State University - Student Activities
10-10-41-00	7	53	Northwest Missouri State University - Dean of Students
10-10-42-00	7	54	Northwest Missouri State University - Placement
10-11-00-00	7	55	Probation and Parole - Central and Field
10-11-00-00	7	56	Northeast Missouri State University - Criminal Justice
10-11-00-00	7	57	Northeast Missouri State University - Director of Student Affairs
10-11-00-00	7	58	Northeast Missouri State University - Admission
10-11-00-00	7	59	Northeast Missouri State University - Director of Student Center
10-11-00-00	7	60	Northeast Missouri State University - Data Processing
10-11-00-00	7	61	Northeast Missouri State University - Student Affairs
10-11-00-00	7	62	Northeast Missouri State University - Dean of Students
10-11-00-00	7	63	Northeast Missouri State University - Business Office
10-11-00-00	7	64	Northeast Missouri State University - Public Relations
10-11-00-00	7	65	Northeast Missouri State University - Financial Aids
10-11-00-00	7	66	Northeast Missouri State University - Library
10-11-00-00	7	67	Northeast Missouri State University - International Student Office - Student Affairs
10-11-00-00	7	68	Northeast Missouri State University - Student Health
10-11-00-00	7	69	Northeast Missouri State University - President's Office
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10-11-00-00	7	72	Northeast Missouri State University - Campus Bookstore
10-11-00-00	7	73	Northeast Missouri State University - Registrar's Office
10-11-00-00	7	74	Northeast Missouri State University - Bureau of Placements
10-11-00-00	7	75	Northeast Missouri State University - Counseling and Testing
10-11-00-00	7	76	Northeast Missouri State University - Freshman Counseling
10-11-00-00	7	77	Northeast Missouri State University - Dean on Instruction
10-11-00-00	7	78	Northeast Missouri State University - Safety and Security
10-11-02-00	7	79	Northeast Missouri State University - Director Student Affairs
10-11-03-00	7	80	Northeast Missouri State University - Dean of Students
10-11-04-00	7	81	Northeast Missouri State University - Admission
10-11-05-00	7	82	Northeast Missouri State University - Registrar's Office
10-11-06-00	7	83	Northeast Missouri State University - Dean of Instruction
10-11-07-00	7	84	Northeast Missouri State University - Business Office
10-11-08-00	7	85	Northeast Missouri State University - Safety and Security
10-11-09-00	7	86	Northeast Missouri State University - Freshman Counseling
10-11-10-00	7	87	Northeast Missouri State University - Athletic Department
10-11-11-00	7	88	Northeast Missouri State University - Counseling and Testing Center
10-11-12-00	7	89	Northeast Missouri State University - Bureau of Placement
10-11-14-00	7	90	Northeast Missouri State University - Maintenance
10-11-15-00	7	91	Northeast Missouri State University - Student Health
10-11-16-00	7	92	Northeast Missouri State University - International Student Office

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10-11-18-00	7	94	Northeast Missouri State University - Financial Aids
10-11-19-00	7	95	Northeast Missouri State University - Public Relations
10-11-20-00	7	96	Northeast Missouri State University - Student Affairs - Residence
10-11-21-00	7	97	Northeast Missouri State University - Data Processing
10-11-22-00	7	98	Northeast Missouri State University - Director Student Center
10-11-23-00	7	99	Northeast Missouri State University - Criminal Justice Education
10-11-24-00	7	100	Northeast Missouri State University - Graduate
10-12-00-00	8	1	Southwest Missouri State University - Admissions and Records
10-12-00-00	8	2	Southwest Missouri State University - Business
10-12-00-00	8	3	Southwest Missouri State University - Personnel
10-12-00-00	8	4	Southwest Missouri State University - Science and Technology
10-12-00-00	8	5	Southwest Missouri State University - Arts and Humanities
10-12-00-00	8	6	Southwest Missouri State University - Switchboard
10-12-00-00	8	7	Southwest Missouri State University - Bursar's Office
10-12-00-00	8	8	Southwest Missouri State University - Education and Psychology
10-12-00-00	8	9	Southwest Missouri State University - Dean of Faculties
10-12-00-00	8	10	Southwest Missouri State University - Testing and Counseling Center
10-12-00-00	8	11	Southwest Missouri State University - Stores
10-12-00-00	8	12	Southwest Missouri State University - Purchasing
10-12-00-00	8	13	Southwest Missouri State University - Director of Athletics
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10-12-00-00	8	16	Southwest Missouri State University - Vending
10-12-00-00	8	17	Southwest Missouri State University - Security
10-12-00-00	8	18	Southwest Missouri State University - Book Store
10-12-00-00	8	19	Southwest Missouri State University - Assistant to President
10-12-00-00	8	20	Southwest Missouri State University - Controller
10-12-00-00	8	21	Southwest Missouri State University - Residence Center
10-12-00-00	8	22	Southwest Missouri State University - Campus Development
10-12-00-00	8	23	Southwest Missouri State University - Mail Room
10-12-00-00	8	24	Southwest Missouri State University - Food Services
10-12-00-00	8	25	Southwest Missouri State University - Inventory and Property Control
10-12-00-00	8	26	Southwest Missouri State University - Library
10-12-00-00	8	27	Southwest Missouri State University - Business
10-12-00-00	8	28	Southwest Missouri State University - Graduate School
10-12-00-00	8	29	Southwest Missouri State University - Information, Publication, Alumni
10-12-00-00	8	30	Southwest Missouri State University - Print Shop
10-12-00-00	8	31	Southwest Missouri State University - Taylor Health Clinic
10-12-00-00	8	32	Southwest Missouri State University - Placement Center
10-12-00-00	8	33	Southwest Missouri State University - Student Affairs
10-12-00-00	8	34	Southwest Missouri State University - President's Office
10-12-01-00	8	35	Southwest Missouri State University - President's Office
10-12-02-00	8	36	Southwest Missouri State University - Vice President Academic

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10-12-04-00	8	38	Southwest Missouri State University - Personnel
10-12-05-00	8	39	Southwest Missouri State University - Admissions and Records
10-12-06-00	8	40	Southwest Missouri State University - Auxiliary Services - Bookstore
10-12-07-00	8	41	Southwest Missouri State University - Financial
10-12-08-00	8	42	Southwest Missouri State University - Student Affairs
10-12-09-00	8	43	Southwest Missouri State University - Business
10-12-10-00	8	44	Southwest Missouri State University - Career Planning and Placement
10-12-11-00	8	45	Southwest Missouri State University - Counseling and Testing
10-12-12-00	8	46	Southwest Missouri State University - Library
10-12-13-00	8	47	Southwest Missouri State University - Security
10-12-14-00	8	48	Southwest Missouri State University - Vice President for Administrative Services
10-12-15-00	8	49	Southwest Missouri State University - Faculty Senate
10-12-16-00	8	50	Southwest Missouri State University - Printing
10-12-17-00	8	51	Southwest Missouri State University - Taylor Health Center
10-12-18-00	8	52	Southwest Missouri State University - Graduate School and Sponsored Research
10-12-19-00	8	53	Southwest Missouri State University - News Services
10-12-20-00	8	54	Southwest Missouri State University - Veterans Affairs and Veterans Counseling
10-12-21-00	8	55	Southwest Missouri State University - College of Business Administration
10-12-22-00	8	56	Southwest Missouri State University - Auxiliary Services - Vending
10-12-23-00	8	57	Southwest Missouri State University - Inventory and Property Control
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10-12-26-00	8	60	Southwest Missouri State University - Student Employment Services
10-12-27-00	8	61	Southwest Missouri State University - Physical Plant
10-12-28-00	8	62	Southwest Missouri State University - Switchboard
10-12-29-00	8	63	Southwest Missouri State University - Director of Men's Athletics
10-12-30-00	8	64	Southwest Missouri State University - Purchasing
10-12-31-00	8	65	Southwest Missouri State University - College of Arts and Letters
10-12-32-00	8	66	Southwest Missouri State University - Humanities and Social Science
10-12-33-00	8	67	Southwest Missouri State University - Health and Applied Sciences
10-12-34-00	8	68	Southwest Missouri State University - University Relations
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10-12-36-00	8	69	Southwest Missouri State University - Academic Advisement Center
10-12-37-00	8	70	Southwest Missouri State University - Alumni and Development Center
10-12-38-00	8	71	Southwest Missouri State University - Director of Women's Athletics
10-12-39-00	8	72	Southwest Missouri State University - Campus Union
10-12-40-00	8	73	Southwest Missouri State University - College of Science and Math
10-12-41-00	8	74	Southwest Missouri State University - Computer Science
10-12-42-00	8	75	Southwest Missouri State University - Continuing Education
10-12-43-00	8	76	Southwest Missouri State University - Cooperative Education
10-12-44-00	8	77	Southwest Missouri State University - Educational Media Center
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10-12-49-00	8	82	Southwest Missouri State University - Sports Information
10-12-50-00	8	83	Southwest Missouri State University - Student Life and Development
10-12-51-00	8	84	Southwest Missouri State University - Student Financial Aid
10-12-52-00	8	85	Southwest Missouri State University - Student Housing
10-12-53-00	8	86	Southwest Missouri State University - University Announcements
10-12-54-00	8	87	Southwest Missouri State University - Greenwood Laboratory School
10-12-55-00	8	88	Southwest Missouri State University - Hammons Student Center
10-12-56-00	8	89	Southwest Missouri State University - KSMU
10-12-57-00	8	90	Southwest Missouri State University - State Fruit Experiment
10-12-58-00	8	91	Southwest Missouri State University - West Plains Campus
10-12-59-00	8	92	Southwest Missouri State University - White River Valley Center
10-12-60-00	8	93	Southwest Missouri State University - Grants
10-13-01-00	9	1	Missouri Western State College - President
10-13-02-00	9	2	Missouri Western State College - Provost's Academic Affairs
10-13-03-00	9	3	Missouri Western State College - Vice President Administrative Affairs
10-13-04-00	9	4	Missouri Western State College - Admissions Office
10-13-05-00	9	5	Missouri Western State College - Registrar's Office
10-13-06-00	9	6	Missouri Western State College - Alumni Office
10-13-07-00	9	7	Missouri Western State College - Athletic Department
10-13-08-00	9	8	Missouri Western State College - Business
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10-13-11-00	9	11	Missouri Western State College - Continuing Education
10-13-12-00	9	12	Missouri Western State College - Counseling and Testing
10-13-13-00	9	13	Missouri Western State College - Dean of Students
10-13-14-00	9	14	Missouri Western State College - Development and Planning
10-13-15-00	9	15	Missouri Western State College - Education and Psychology
10-13-15A-00	9	16	Missouri Western State College - Education
10-13-15B-00	9	17	Missouri Western State College - Psychology Department
10-13-16-00	9	18	Missouri Western State College - Financial Aids
10-13-17-00	9	19	Missouri Western State College - Foundation
10-13-18-00	9	20	Missouri Western State College - Student Health
10-13-19-00	9	21	Missouri Western State College - Institutional Research
10-13-20-00	9	22	Missouri Western State College - Instructional Media Center
10-13-21-00	9	23	Missouri Western State College - Hearne's Learning Resources Center
10-13-22-00	9	24	Missouri Western State College - Liberal Arts and Sciences
10-13-23-00	9	25	Missouri Western State College - Art
10-13-24-00	9	26	Missouri Western State College - Biology
10-13-25-00	9	27	Missouri Western State College - Speech, Theatre, Humanities
10-13-26-00	9	28	Missouri Western State College - Mathematical Sciences
10-13-27-00	9	29	Missouri Western State College - English and Modern Languages
10-13-28-00	9	30	Missouri Western State College - Chemistry
10-13-29-00	9	31	Missouri Western State College - Music
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10-13-33-00	9	35	Missouri Western State College - Personnel
10-13-34-00	9	36	Missouri Western State College - Career Placement Center
10-13-35-00	9	37	Missouri Western State College - Publication Office and Central Duplication
10-13-36-00	9	38	Missouri Western State College - Public Relations
10-13-37-00	9	39	Missouri Western State College - Purchasing
10-13-38-00	9	40	Missouri Western State College - Traffic and Security Department
10-13-39-00	9	41	Missouri Western State College - Sports Information
10-13-40-00	9	42	Missouri Western State College - Student Affairs
10-13-41-00	9	43	Missouri Western State College - Veteran Affairs
10-14-02-00	9	44	Southeast Missouri State University - Assistant to President
11-01-00-00	9	45	Department of Corrections - Human Resource - Farms Administration
11-01-01-00	9	46	Department of Corrections - Human Resource - Director
11-01-02-00	9	47	Department of Corrections - Human Resource - Program Services Adult Institution - Assistant Director
11-01-03-00	9	48	Department of Corrections - Human Resource - Forms Administration
11-01-04-00	9	49	Department of Corrections - Human Resource - Industries
11-01-06-00	9	50	Department of Corrections - Human Resource - Adult Institutions - Director's Office
11-01-07-00	9	51	Department of Corrections - Human Resource - Personnel
11-01-08-00	9	52	Department of Corrections - Human Resource - Administration - Fiscal Management
11-01-09-00	9	53	Department of Corrections - Human Resource - Administration Inmate
11-01-10-00	9	54	Department of Corrections - Human Resource - Adult Institutions

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11-01-17-00	9	56	Department of Corrections - Administration
11-02-01-00	9	57	Department of Corrections - Human Resource - Missouri State Penitentiary - Warden's Office
11-04-01-00	9	58	Department of Corrections - Human Resource - Algoa - Corrections
11-04-02-00	9	59	Department of Corrections - Human Resource - Algoa
11-04-03-00	9	60	Department of Corrections - Human Resource - Algoa
11-04-04-00	9	61	Department of Corrections - Human Resource - Algoa
11-04-05-00	9	62	Department of Corrections - Human Resource - Algoa - Education Supervisor
11-04-06-00	9	63	Department of Corrections - Human Resource - Algoa - Industry Factory
11-04-07-00	9	64	Department of Corrections - Human Resource - Algoa - Commissary
11-04-08-00	9	65	Department of Corrections - Human Resource - Algoa - Farms
11-04-09-00	9	66	Department of Corrections - Human Resource - Algoa - Food Services
11-04-10-00	9	67	Department of Corrections - Human Resource - Algoa - Maintenance
11-04-11-00	9	68	Department of Corrections - Human Resource - Algoa - Recreation
11-08-01-00	9	69	Department of Corrections - Missouri Eastern - Superintendent
11-08-02-00	9	70	Department of Corrections - Human Resource - Missouri Eastern - Assistant Superintendent
11-08-03-00	9	71	Department of Corrections - Human Resource - Missouri Eastern - Business
11-08-04-00	9	72	Department of Corrections - Missouri Eastern - Personnel
11-08-05-00	9	73	Department of Corrections - Missouri Eastern - Record/OBSCIS
11-08-06-00	9	74	Department of Corrections - Missouri Eastern - Unit Management
11-08-07-00	9	75	Department of Corrections - Missouri Eastern - Recreation
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11-08-11-00	9	79	Department of Corrections - Missouri Eastern - Programs/Custody
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11-08-13-00	9	81	Department of Corrections - Missouri Eastern - Industry
11-08-14-00	9	82	Department of Corrections - Missouri Eastern - Hospital
11-08-15-00	9	83	Department of Corrections - Missouri Eastern - Religion
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11-08-17-00	9	85	Department of Corrections - Missouri Eastern - Training
11-08-18-00	9	86	Department of Corrections - Missouri Eastern - Garage
11-08-19-00	9	87	Department of Corrections - Missouri Eastern - Laundry
11-08-20-00	9	88	Department of Corrections - Missouri Eastern - Canteen
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11-10-02-00	10	2	Department of Corrections - Chillicothe - Business Manager
11-10-03-00	10	3	Department of Corrections - Chillicothe - Business
11-10-04-00	10	4	Department of Corrections - Chillicothe - Custody, Training
11-10-05-00	10	5	Department of Corrections - Chillicothe - Records
11-10-06-00	10	6	Department of Corrections - Chillicothe - Recreation
11-10-07-00	10	7	Department of Corrections - Chillicothe - Clinic
11-10-08-00	10	8	Department of Corrections - Chillicothe - Institution Activities
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11-10-10-00	10	10	Department of Corrections - Chillicothe - Food Services

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11-11-01-00	10	14	Department of Corrections - St. Mary's - Honor Center
11-11-02-00	10	15	Department of Corrections - St. Mary's - Assistant Superintendent
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11-11-11-00	10	24	Department of Corrections - St. Mary's - Inmate Banking
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11-12-03-00	10	28	Kansas City Honor Center - Records
11-12-04-00	10	29	Kansas City Honor Center - Food Services
11-12-05-00	10	30	Kansas City Honor Center - Maintenance
11-13-00-00	10	31	Department of Corrections - Probation and Parole
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11-14-10-00	10	41	Western Missouri Correctional Center - Fire and Safety
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11-14-14-00	10	45	Western Missouri Correctional Center - Medical Division
11-14-15-00	10	46	Western Missouri Correctional Center - Investigator
11-14-16-00	10	47	Western Missouri Correctional Center - Superintendent I/Classification and Treatment
11-14-17-00	10	48	Western Missouri Correctional Center - Food Service
11-14-18-00	10	49	Western Missouri Correctional Center - Institutional Activities Coordinator
11-14-20-00	10	50	Western Missouri Correctional Center - Housing Unit
11-14-21-00	10	51	Western Missouri Correctional Center - Superintendent II/Inmate Management
11-14-22-00	10	52	Western Missouri Correctional Center - Segregation Unit
11-14-23-00	10	53	Western Missouri Correctional Center - Business Manager
11-14-24-00	10	54	Western Missouri Correctional Center - Maintenance
11-14-25-00	10	55	Western Missouri Correctional Center - Garage
11-14-26-00	10	56	Western Missouri Correctional Center - Records Office

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11-14-03-00	10	59	Boonville Correctional Center - Assistant Supervisor - Program
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11-14-06-00	10	62	Boonville Correctional Center - Education Supervisor
11-14-07-00	10	63	Boonville Correctional Center - Training
11-14-08-00	10	64	Boonville Correctional Center - Food
11-14-09-00	10	65	Boonville Correctional Center - Maintenance
11-14-10-00	10	66	Boonville Correctional Center - Recreation
11-14-11-00	10	67	Boonville Correctional Center - Religion
11-14-12-00	10	68	Boonville Correctional Center - Personnel
11-14-13-00	10	69	Boonville Correctional Center - Functional
11-14-14-00	10	70	Boonville Correctional Center - Medical
11-14-15-00	10	71	Boonville Correctional Center - Custody Security
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12-02-00-00	10	78	Department of Labor and Industrial Relations - Labor Standards
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12-06-11-00	11	19	Department of Labor and Industrial Relations - Employment Security - Field Operations
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12-06-13-00	11	21	Department of Labor and Industrial Relations - Employment Security - Public Information
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12-06-18-00	11	28	Department of Labor and Industrial Relations - Employment Security - Interstate Unit

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13-01-01A-00	11	40	Department of Mental Health - Deputy Director
13-01-02-00	11	41	Department of Mental Health - Central Office - Controller
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13-01-16-00	11	53	Department of Mental Health - Title XIX Section
13-01-17-00	11	54	Department of Mental Health - Purchase of Service
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13-01-19-00	11	56	Department of Mental Health - Central - Public Affairs
13-01-20-00	11	57	Department of Mental Health - Medical Affairs
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13-02-27-00	12	2	Department of Mental Health - Activity Therapy
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13-02-01-00	12	15	Department of Health - Duplicating and Supply
13-02-01-00	12	16	Department of Mental Health - Planning and Development
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13-09-00-00	12	61	Department of Mental Health - Central - Personnel
13-09-00-00	12	62	Department of Mental Health - Central - Department of Mental Health Retardation and Illness
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13-09-02-00	12	81	Department of Mental Health - Joplin - Nursing
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13-09-02-00	12	83	Department of Mental Health - Joplin - Medical Records
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13-09-03-00	12	85	Department of Mental Health - Springfield - Psychology
13-09-03-00	12	86	Department of Mental Health - Springfield - Special Education
13-09-03-00	12	87	Department of Mental Health - Springfield - Nursing
13-09-03-00	12	88	Department of Mental Health - Springfield - Speech Consultant
13-09-03-00	12	89	Department of Mental Health - Springfield - Recreational Therapy
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13-09-04-00	13	5	Department of Mental Health - Hannibal - Special Education
13-09-04-00	13	6	Department of Mental Health - Hannibal - Nursing
13-09-04-00	13	7	Department of Mental Health - Hannibal - Psychology
13-09-04-00	13	8	Department of Mental Health - Hannibal - Speech and Hearing
13-09-04-00	13	9	Department of Mental Health - Hannibal - Medical Director
13-09-04-00	13	10	Department of Mental Health - Hannibal - Medical Records
13-09-05-00	13	11	Department of Mental Health - Sikeston - Administrator's and Business
13-09-05-00	13	12	Department of Mental Health - Sikeston - Social Service
13-09-05-00	13	13	Department of Mental Health - Sikeston - Delmo Department of Mental Health Retardation
13-09-05-00	13	14	Department of Mental Health - Sikeston - Nursing
13-09-05-00	13	15	Department of Mental Health - Sikeston - Behavior Modification
13-09-05-00	13	16	Department of Mental Health - Sikeston - Medical Records
13-09-05-00	13	17	Department of Mental Health - Sikeston - Speech and Hearing
13-09-05-00	13	18	Department of Mental Health - Sikeston - Special Education
13-09-06-00	13	19	Department of Mental Health - Rolla - Administrator's and Business
13-09-06-00	13	20	Department of Mental Health - Rolla - Speech and Hearing
13-09-06-00	13	21	Department of Mental Health - Rolla - Psychology
13-09-06-00	13	22	Department of Mental Health - Rolla - Nursing
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13-09-06-00	13	25	Department of Mental Health - Rolla - Medical Director
13-09-06-00	13	26	Department of Mental Health - Rolla - Recreational Therapy
13-09-06-00	13	27	Department of Mental Health - Rolla - Speech Consultant
13-09-06-00	13	28	Department of Mental Health - Rolla - Medical Records
13-09-07-00	13	29	Department of Mental Health - Poplar Bluff - Administrator's Office
13-09-07-00	13	30	Department of Mental Health - Poplar Bluff - Social Services
13-09-07-00	13	31	Department of Mental Health - Poplar Bluff - Business
13-09-07-00	13	32	Department of Mental Health - Poplar Bluff - Speech and Hearing
13-09-07-00	13	33	Department of Mental Health - Poplar Bluff - Guidance
13-09-07-00	13	34	Department of Mental Health - Poplar Bluff - Special Education
13-09-07-00	13	35	Department of Mental Health - Poplar Bluff - Recreational Therapy
13-09-07-00	13	36	Department of Mental Health - Poplar Bluff - Nursing and Medical
13-09-08-00	13	37	Department of Mental Health - Kirksville - Administrator's Office
13-09-08-00	13	38	Department of Mental Health - Kirksville - Master Records
13-09-08-00	13	39	Department of Mental Health - Kirksville - Business
13-09-08-00	13	40	Department of Mental Health - Kirksville - Special Education
13-09-08-00	13	41	Department of Mental Health - Kirksville - Behavior Modification Coordinator
13-09-08-00	13	42	Department of Mental Health - Kirksville - Medical
13-09-08-00	13	43	Department of Mental Health - Kirksville - Pharmacy
13-09-08-00	13	44	Department of Mental Health - Kirksville - Dietary
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13-09-09-00	13	49	Department of Mental Health - Kansas City - Medical Records
13-09-09-00	13	50	Department of Mental Health - Kansas City - Medical Director's
13-09-09-00	13	51	Department of Mental Health - Kansas City - Nursing
13-09-09-00	13	52	Department of Mental Health - Kansas City - Social Service
13-09-09-00	13	53	Department of Mental Health - Kansas City - Occupational Therapy
13-09-09-00	13	54	Department of Mental Health - Kansas City - Speech and Hearing
13-09-09-00	13	55	Department of Mental Health - Kansas City - Psychology
13-09-09-00	13	56	Department of Mental Health - Kansas City - Education
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13-10-00-00	13	59	Department of Mental Health - Fulton - Dental
13-10-00-00	13	60	Department of Mental Health - Fulton - Maintenance
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13-10-00-00	13	64	Department of Mental Health - Fulton - Radiology
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13-10-00-00	13	72	Department of Mental Health - Fulton - Assistant Superintendent
13-10-00-00	13	73	Department of Mental Health - Fulton - General Medical and Surgical
13-10-00-00	13	74	Department of Mental Health - Fulton - Social Services
13-10-00-00	13	75	Department of Mental Health - Fulton - Resources Investigation
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13-11-00-00	13	94	Department of Mental Health - Mid-Missouri - Assistant Superintendent
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13-11-00-00	14	9	Department of Mental Health - Mid-Missouri - Voluntary Services
13-11-00-00	14	10	Department of Mental Health - Mid-Missouri - Central Supply
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13-11-00-00	14	29	Department of Mental Health - Nevada - Dietary
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13-11-00-00	14	31	Department of Mental Health - Nevada - Pharmacy
13-11-00-00	14	32	Department of Mental Health - Nevada - Radiology
13-11-00-00	14	33	Department of Mental Health - Nevada - Volunteer Services
13-11-00-00	14	34	Department of Mental Health - Nevada - Data Processing
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13-11-00-00	14	36	Department of Mental Health - Nevada - Warehouse
13-11-00-00	14	37	Department of Mental Health - Nevada - Psychology
13-11-00-00	14	38	Department of Mental Health - Nevada - Recreation - Printing and Photography
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13-12-00-00	14	45	Department of Mental Health - Farmington - Medical Record
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13-12-00-00	14	47	Department of Mental Health - Farmington - Institution Supply
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13-13-00-00	14	66	Department of Mental Health - St. Joseph - Maintenance
13-13-00-00	14	67	Department of Mental Health - St. Joseph - Therapeutic
13-13-00-00	14	68	Department of Mental Health - St. Joseph - Warehouse
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13-13-00-00	14	70	Department of Mental Health - St. Joseph - Resources Investigation
13-13-00-00	14	71	Department of Mental Health - St. Joseph - Radiology
13-13-00-00	14	72	Department of Mental Health - St. Joseph - Dental Clinic
13-13-00-00	14	73	Department of Mental Health - St. Joseph - Outpatient Clinic
13-13-00-00	14	74	Department of Mental Health - St. Joseph - Social Services
13-13-00-00	14	75	Department of Mental Health - St. Joseph - Medical Record
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13-13-00-00	14	81	Department of Mental Health - St. Joseph - Dietary
13-13-00-00	14	82	Department of Mental Health - St. Joseph - Pharmacy
13-13-00-00	14	83	Department of Mental Health - St. Joseph - Activity Therapy
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13-14-00-00	15	1	Department of Mental Health - St. Louis - Apparel
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13-15-00-00	15	13	Department of Mental Health - Marshall - Assistant Superintendent - Administration
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13-16-00-00	15	36	Department of Mental Health - St. Louis - Assistant Superintendent - Medical
13-16-00-00	15	37	Department of Mental Health - St. Louis - Dental
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13-18-00-00	15	101	Department of Mental Health - Western Missouri - Medical
13-18-00-00	15	102	Department of Mental Health - Western Missouri - Psychology Service
13-18-00-00	15	103	Department of Mental Health - Western Missouri - Radiology
13-18-00-00	15	104	Department of Mental Health - Western Missouri - Superintendent and Assistant Superintendent
13-18-00-00	15	105	Department of Mental Health - Western Missouri - Assistant Superintendent - Administrative
13-19-00-00	16	1	Department of Mental Health - Mid-Missouri - Assistant Superintendent
13-19-00-00	16	2	Department of Mental Health - Mid-Missouri - Accounting
13-19-00-00	16	3	Department of Mental Health - Mid-Missouri - Data Processing
13-19-00-00	16	4	Department of Mental Health - Mid-Missouri - Medical Records
13-19-00-00	16	5	Department of Mental Health - Mid-Missouri - Children and Youth
13-19-00-00	16	6	Department of Mental Health - Mid-Missouri - Housekeeping
13-19-00-00	16	7	Department of Mental Health - Mid-Missouri - Activity
13-19-00-00	16	8	Department of Mental Health - Mid-Missouri - Social Service
13-19-00-00	16	9	Department of Mental Health - Mid-Missouri - Nursing
13-19-00-00	16	10	Department of Mental Health - Mid-Missouri - Voluntary Services
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13-19-00-00	16	16	Department of Mental Health - Mid-Missouri - Personnel
13-19-00-00	16	17	Department of Mental Health - Mid-Missouri - Maintenance
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19-07-26-00	25	32	Department of Social Services - Health - Hospital and Technical Services
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19-07-29-00	25	35	Department of Social Services - Health - Emergency Medical Services
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30-00-00-00	27	37	General Retention Schedule

## State Records Commission Approval Forms, 2008-

*Extent:* 2.8 cubic feet (7 Hollinger boxes)

*Arrangement:* Chronological by State Records Commission meeting

### Scope and Content

State Records Commission Approval Forms are the retention schedules approved by the State Records Commission after the implementation of the State of Missouri Agency Records Tracking System (SMART). Approval forms contain new or updated records series and are not full retention schedules for agencies.

Approval forms are created at the series level, allowing agencies to update their retention schedules one series at a time, instead of updating the entire retention schedule for one change. Agencies were required to update their entire retention schedule to comply with the [2005 Records Appraisal and Scheduling Standard](#), before they began updating single series.

Organized by State Records Commission meeting dates and then alphabetically by agency, the approval forms include the Series number, title, records description, cutoff, retention time, and disposition action.

In 2003, the Records Management Division created a General Retention Schedule (GRS) to cover records created by all agencies (correspondence, fiscal records, etc.). Agency schedules updated or written after that point will not include series for those records. General Retention Schedule Certifications are approved when an agency only uses the GRS and does not create records that are not defined by it.

Note: The contents field lists the schedules by department - division - section - sub-section to match the approval forms. Multiple divisions/sections/sub-sections in a folder will be separated by a semicolon.

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1	39	Department of Corrections - Offender Rehabilitative Services - Mental Health	10/27/2009
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1	41	Department of Corrections - Adult Institutions - Director's Office	10/27/2009
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7	40	Secretary of State/Records Services/Missouri State Archives; Records Management; Imaging Services	6/28/2023
7	41	General Retention Schedule	6/28/2023
7	42	General Retention Schedule Certifications (Dept. of Health and Senior Services/Div. of Senior and Disability Services/Constituent Services and Dept. of Public Safety/Missouri State Highway Patrol/Fleet and Facilities)	6/28/2023
7	43	General Retention Schedule/Information Technology; Property and Facilities	1/25/2024
7	44	Retirement General Retention Schedule	1/25/2024
7	45	Dept. of Conservation/Resource Management Division; Engagement Division; Business Division.	1/25/2024
7	46	Dept. of Natural Resources/Div. of Environmental Quality/Environmental Remediation Program/Superfund	1/25/2024
7	47	Dept. of Public Safety/State Emergency Management System; Missouri State Highway Patrol	1/25/2024
7	48	Dept. of Revenue/Legal Services	1/25/2024
7	49	Office of the Secretary of State/Election Services	1/25/2024