

## Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2013

## County Clerk Records Retention Schedule

See also the [General Records Retention Schedule](#) and [Election Authority Schedule](#).

### Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

### What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

### Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups. Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecls/schedules>

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed. When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records—in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium—paper, magnetic tape, film, etc.—and the quality of the environment in which it is kept—temperature, humidity, light, and air—determines the severity and rate of its deterioration. By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **Reformatting Standards**

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

### **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

**Retention Definitions:**

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor’s chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor’s office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered “reference” records and may be destroyed when they are no longer of use.

**Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
[local.records@sos.mo.gov](mailto:local.records@sos.mo.gov)

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# County Clerk Records Retention Schedule

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See also the [General Records Retention Schedule](#) and [Election Authority Schedule](#).

## General County Clerk Records

### Agriculture and Animals

#### 004.CC 001.01

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### Marks and Brands

Register of Marks and Brands

Record of marks and brands used to identify livestock

Complete record of marks and brands for livestock. Record shows name and address of owner, description of brand or mark, filing date and signature of county clerk. Arranged chronologically by file date.

25 Years; Review for historical significance

Archive. Microfilm

Marks and Brands became responsibility of the Dept of Agriculture in 1971; see RSMO 268. Pre-1971 marks and brand information may have historical research significance, consider microfilming these records.

August 23, 2011

#### 004.CC 001.02

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### Estray and Stray

County Stray Record, Stray Fund Record

Record of public postings for missing livestock by owner and/or person in possession of livestock

Record of stray livestock taken up. Gives oath of finder, date taken up and where, name of township, kind of animal, marks and descriptions, date of affidavit, certificate of appraisers, appraised value, proof of publication, names of finder and appraiser. Signature of justice of the peace or county court members. Arranged chronologically by date filed.

Pre-1900, Permanent; Post-1900, COA

Archive permanent records; Destroy others

See RSMO 271; may be bound or loose leaf.

August 23, 2011

#### 004.CC 001.03

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### Animal Bounties

Bounty Register, Scalp Register

Registry of scalps for predatory animals

Record of bounties paid on wolf and/or predatory animal scalps, showing date, by whom the animal was taken, date or term of court when paid. Arranged chronologically by file date

Pre-1900, Permanent; Post-1900, COA

Archive. Microfilm

August 23, 2011

#### **004.CC 001.04**

*Also Called:*  
*Function:*  
*Content:*  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

#### **Veterinarian Reports**

Rabies notices, animal quarantine, brucellosis reports  
Report of infected and quarantined livestock within the county  
Name of livestock owner, species, number of affected livestock and disposition  
Destroy in Current Area  
Destroy  
August 23, 2011

#### **004.CC 001.05**

*Also Called:*  
*Function:*  
*Content:*  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

#### **Department of Agriculture Reports**

Reports from the Department of Agriculture  
Reports by the Department of Agriculture of activities pertinent to local government  
Reports and statistical analysis  
Destroy in Current Area  
Destroy  
August 23, 2011

### **Bonds**

#### **004.CC 002.01**

*Also Called:*  
*Function:*  
*Content:*  
  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

#### **Revenue Bonds**

General obligation bonds, bond register for county projects  
Registry of all bonds issued under RSMo sections 108.010 to 108.110  
Registry shows bond number, date, face amount, interest rate, date of sale, name of purchaser, maturity date, and the amount for which the bond was sold  
Permanent  
Archive. Microfilm optional  
August 23, 2011

#### **004.CC 002.02**

*Also Called:*  
*Function:*  
*Content:*  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

#### **Bonds-Working papers**

Issue transcripts, cancelled bonds and coupons  
Supporting documentation of bond issues, cancellation and coupons  
Issue transcripts and stubs, cancelled bonds and coupons  
1 Year after maturity  
Destroy  
August 23, 2011

#### **004.CC 002.03**

*Also Called:*  
*Function:*  
*Content:*  
  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

#### **Performance and Surety Bonds**

Bond guarantee of performance of duties as specified by contract or statute  
Name of person being bonded, reason for bond, amount of bond and bonding institution name, address and contact information  
Destroy 5 years after expiration date of bond  
Destroy securely  
August 23, 2011

## Land/Plats and Maps

### 004.CC 003.01

#### Plats-Maps

*Also Called:*

Plat Book, County Plat Book; County Atlas; Special Districts Maps--water, fire, drainage, levee; School District maps; Official County Maps; Road Plats; Road Surveys; Record of Land Boundaries; Boundary Records

*Function:*

Shows location of all county land by township, section and range

*Content:*

Record shows location of all county land by township, section and range. Location within towns and cities identified by subdivision, block and lot numbers. Record can list name of owner, road and special district information, number of acres, dimensions, tracts or lots.

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm for preservation

*Note:*

*Approval Date:*

August 23, 2011

### 004.CC 003.02

#### Certificate of Registry of Farm Name

*Also Called:*

Farm Name Register; Register of Farm Names; Record of Farm Names

*Function:*

Registry by land owner assigning a name to a farm

*Content:*

Name of farm owner, name of farm, location of farm, date of registration and certification by county clerk.

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm

*Note:*

*Approval Date:*

August 23, 2011

### 004.CC 019.04

#### Swampland Patent Records

*Also Called:*

Land Patent Records; Swampland Records

*Function:*

Official record of patent issued for swampland within the county; Includes certificates of purchase, agent reports, bond register, swampland lists, Indemnity selection reports, patent lists by Secretary of State and/or Registrar of Lands, petitions for deeds, report of sheriff's sales, plats and field reports.

*Content:*

Includes patent book, listing name of patent holder, date of patent, declaratory statements, date of filing, date of settlement, legal description by township, range and

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm

*Note:*

Per RSMO 241.140 the County Recorder is the lawful custodian of swampland patent records.

*Approval Date:*

August 23, 2011

## County Commission/Legislature

### 004.CC 006.01

#### County Commission-Minutes

*Also Called:*

County Court Record Books, County Court Minute Books, County Commission Record Books, County Commission Minute Books, County Legislature Record Books, County Legislature Minute Books; County Court Docket Book

*Function:*

Official record of the of the proceedings and actions taken by the County Commission/Legislature

*Content:*

Record of proceedings of the county legislature/county court, showing date and place of meeting, names of officials present, actions taken on all county business, adjournment, signature of presiding judge. Arranged chronologically by date of meeting.

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm

*Note:*

If the County Minute Book and County Commission Record are duplicates of each other, only one must be maintained.

*Approval Date:*

August 23, 2011

### 004.CC 006.02

#### County Commission-Indexes

*Also Called:*

Index to County Court Record Books, Index to County Commission Record Books, Index to County Legislature Record Books, Index to Records

*Function:*

Index to serve as a finding aid for the records of the meetings of the county commission

*Content:*

Complete alphabetical index of subjects and topics for the minutes/records of the county legislature/county court/county commission.

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm

*Note:*

*Approval Date:*

August 23, 2011

### 004.CC 006.03

#### Court Order Requests

*Also Called:*

County Commission Request for Order

*Function:*

Request for county commission to issue a court order

*Content:*

Request to the County Commission requesting the issuance of a court order; document shows date, requestor, nature of the court order to be issued

*Minimum Retention:*

Completion of Audit

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 23, 2011

### 004.CC 006.04

#### Petitions

*Also Called:*

Incorporation Petition; Petition for Incorporation; Disincorporation petition; Drainage Ditch petition; Water District petition; Petition for Road Overseer

*Function:*

Requests by county inhabitants for action by county commission

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive. Microfilm

*Note:*

This retention entry applies to all Petitions filed seeking county action. Some petitions, such as road petitions may be part of road record files, which also carry a retention period of permanent. See Also: 004.CC 020.1 Road Records

*Approval Date:*

August 23, 2011



## Notary Records

### 004.CC 007

*Also Called:*  
*Function:*  
*Content:*  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

### Notary Public Commission Records

Notary Book; Notary Commission Record; Notary Bond Book  
Listing of notaries registered with the county clerk and Secretary of State  
May contain security bond, name of notary, term, date of commission  
Term of notary plus COA  
Destroy securely  
August 23, 2011

## Historic Records

### 004.CC 009

*Also Called:*  
*Function:*  
*Content:*  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

### Coroner's Reports

Coroner's Inquest, Coroner's Inquest Cases; Coroner's Records  
Case file of proceedings of coroner's inquest of a dead body to determine the cause of death  
Case file includes summons, subpoenas, jury list, depositions, coroner's report, witness testimony and verdict; may also include records related to the payment of fees.  
Permanent  
Archive. Microfilm  
Obsolete Record series  
August 23, 2011

### 004.CC 010

*Also Called:*  
*Function:*  
*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

### Nineteenth Century Race Relations Records

Free Black Bonds; Free Person Bonds; Slave Patrol Records; Slave Records  
Document restrictions on both free blacks and slaves during the era of slavery  
Permanent  
Archive Microfilm  
August 23, 2011

### 004.CC 011

*Also Called:*  
*Function:*  
*Content:*  
*Minimum Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

### Justice of the Peace Records

Docket; Civil Docket; Criminal Docket  
Documents activities of Justice of the Peace,  
Record book containing the name of the Justice of the Peace, civil and criminal actions heard, judgments and fines imposed. May also include record of marriages performed by the Justice of the Peace.  
Permanent  
Archive. Microfilm  
Obsolete Record Series. Prior to the 1945 Constitution, Justices of the Peace reported to the County Clerk. With the abolishment of the office in 1945, the records reverted to Magistrate Court and the Circuit Clerk.  
August 23, 2011

## **004.CC 012**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## **Apprentice Indentures**

Indenture

Contract between two persons binding a person to a master, to learn from his art, trade or business, and to serve him during the time of his apprenticeship.

Contract between two persons, whereby a minor is indentured or apprenticed to learn a skill or trade; records name and age of person to be apprenticed, specifies terms of indenture, skill/trade to be learned, length of service and provisions for payment to apprentice at the termination of their service.

Permanent

Archive. Microfilm

Obsolete record series, law allowing apprenticeship of children was repealed in 1917. Microfilm for preservation.

August 23, 2011

## **004.CC 013**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## **Historical County seat records**

County Seat Records; Courthouse Construction Records; Jail Construction Records; Poor Farm Construction Records

Records related to county organization, county seat designation, the formation of county government, and erection of county buildings

May include Act by Missouri General Assembly designating the area and name of county formed, appointment of commissioners to select the location of the county seat, report of commissioners selecting the county seat, surveys and supporting documents. May also includes plans, specifications and contracts for construction

Permanent

Archive. Microfilm

August 23, 2011

## **004.CC 014**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## **County Draft Board Records**

Record of Soldiers, Sailors and Marines; Military Service Record; Soldiers Biography; Biography and Selective Service Record of Soldiers, Sailors and Marines; Soldier Pension Records

Record of county residents serving in military duty during the 19th and 20th centuries

Name of soldier, physical description, home address, parents, education, enlistment documentation or draft number, branch of service, induction and discharge; may also include listing of battles fought in as well as commendations and pension records

Permanent

Archive. Microfilm

August 23, 2011

## 004.CC 015

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Loyalty Oaths

Oath of Loyalty

Civil War Era Documents mandated by the Missouri Constitution of 1865, designed to determine whether a person had been loyal during the Civil War. Document required to vote or hold public or private office.

Form or handwritten document whereby the signer attests to their loyalty to the United States Government, the Union, and never aided the enemies of the United States of the State of Missouri. Questions concerned personal background information and activities during the war years.

Permanent

Archive. Microfilm

Obsolete record series. Microfilm for preservation.

August 23, 2011

## 004.CC 016

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Professional Registration Records

Register of Nurses; Register of Osteopaths; Register of Physicians and Surgeons; Register of Chiropractors; Register of Pharmacists; Register of Dentists; Index to Registrations; Embalmer's Register; Register of Embalmers; Funeral Directors Register; Certificates Board of Health; State Board of Health Certificates; State Board of Health Vouchers

Record of licenses of professionals within the county

Record of register of licenses indicating name, residence, date and place of birth, license number, date of license, date registered, and remarks; Arranged alphabetically or chronologically. May contain administrative records of county health program

Permanent

Archive. Microfilm

Obsolete series; See RSMo 324.001, this record is now kept at the state level

August 23, 2011

## 004.CC 017

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Birth, Stillbirth, and Death Records

Record of Births; Register of Births; Birth Register; Record of Births and Stillbirths; Register of Births and Stillbirths; Record of Deaths

Record or registration system for births, stillbirths and deaths in Missouri prior to 1910

Names, Dates, Parents, Occupations, Gender, Race, etc.

Permanent

Archive. Microfilm

From 1883-1893 county clerk's were provided with forms for certificates of births and deaths, however compliance with the law was not mandatory, records of births and stillbirths are not complete until 1910 with the formation of the office of vital statistics

August 23, 2011

## 004.CC 027

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Jury Records

Certificates or Abstracts of Jurors Drawn; Copy of Order for Publication; Record of Individual Payment to Petit Jurors

Historic records of jury selection through the county clerk's office

Destroy in Current Area

Destroy

This is an obsolete record series. Jury selection is now done through the circuit court. August 20, 2013

## Financial Management

### 004.CC 018.01

#### Certified copy of salaries, costs and expenses

*Also Called:*

Affidavit of County Official's salaries; Accountable fees, mileage and other allowances; Report of County Officials Compensation

*Function:*

Report of all compensation received by county officials submitted by county clerk

*Content:*

Form filled out and certified by County Clerk showing annual salaries, per diem, fees, commissions, mileage, gross compensation and expenses received by county officials.

*Minimum Retention:*

Completion of Audit

*Disposition:*

Destroy

*Note:*

See RSMO 51.150

*Approval Date:*

August 23, 2011

### 004.CC 018.02

#### County Official Financial Settlements and Reports

*Also Called:*

County Collector's Annual Settlement; Collector's Account Book; Record of Collector's Monthly Settlement; Collector's Monthly Statement; County Clerk's Monthly Settlement with Collector; Receipt for Funds Transferred to County Treasurer; Abstract of Recorder Fees Earned; Recorder's Monthly Settlement; Recorder's Abstract of Fees Collected; Statement of Interest Due County Ledger; Interest Ledger; Interest Report; Treasurer's Settlements; Sheriff's Record of Fees; Sheriff's Statement of Fees; Sheriff's Bills for Feeding Prisoners; County aid to Jail; Sheriff Report of Sale; Township Collector Monthly Settlement; Township Collector Final Settlement

*Function:*

Report of county officials showing financial transactions of their offices

*Content:*

*Minimum Retention:*

Completion of Audit

*Disposition:*

Destroy securely

*Note:*

*Approval Date:*

August 23, 2011

### 004.CC 018.03

#### Revenue Expenditures

*Also Called:*

Warrants; Vouchers; Invoices; Cancelled Checks; Payment Records; Warrants Register; Warrant Register; Register of Warrants; Check Register; Expense Ledger; Record of Expenses; Ledger of Expenses; Expense Journal; Allowance Record

*Function:*

Records documenting the payment of bills for goods and services received. Payment from general and fund accounts.

*Content:*

Canceled checks, warrants, statements invoices, vouchers, purchase orders, payment authorizations and receipt records.

*Minimum Retention:*

5 Years

*Disposition:*

Destroy securely

*Note:*

Per RSMo 50.172 (2). Warrant Registers may contain useful information pertaining to county finances and infrastructure. Should evaluate for preservation.

*Approval Date:*

August 23, 2011

## Licenses and Permits

### 004.CC 019.01

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Marriage applications and licenses

Marriage Applications; Marriage License; Marriage Certificate

Instrument used by individuals to apply for a marriage license as well as marriage license or certificate of marriage.

Record of marriages performed, giving name and residence of contracting parties, date of marriage, signature of party officiating, date of filing. Can also include parental consent documentation as well as certificate of marriage.

Permanent, transfer to Recorder's Office

Archive. Microfilm

August 23, 2011

### 004.CC 019.02

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### County issued resident hunting and fishing stubs

Destroy in Current Area

Destroy

August 23, 2011

### 004.CC 019.03

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### License and Permit Records

Record of Licenses, Record of Licenses Issued; Register of Licenses; Liquor License; Dramshop License; Boat License; Auctioneer License; Ferry License

Record of license issued to businesses operating within the county

License number, date of issue, name and address of business, length of permit, amount of fee paid and signature of authorizing individual

Destroy when 5 years old; pre-1945 permanent

Archive permanent records; Destroy others

August 23, 2011

## Infrastructure

### 004.CC 020.01

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Retention Change:*

*Disposition:*

*Note:*

*Approval Date:*

### Road Records

Road File; County Road List; Road Petitions; Road application; Petition for vacating public road; Petition for destruction of public road; Petition to open road

Record of proceedings for the opening, closure and maintenance of county roads

May include: petition, application, county court orders, surveyors report, easements, county court proceedings including condemnations, remonstrance's, orders for opening/closure, construction reports, plats and maps

Permanent

Archive

May be bound or loose leaf records.

August 23, 2011

**004.CC 020.02**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**County Road use Permit**

Application and Permits for special use; Permit to install and maintain pipes across county road

Request for special use of county road for specific event or purpose

The applicant shall state his name, residence, and business address, the purpose for which the application is made, giving the exact location, or locations, of the street, avenue, boulevard, road, alley, public easement, or highway involved, the nature of the proposed use, the starting time and the approximate time desired to complete the particular use and that he will restore and replace such street, avenue, boulevard, road, alley, public easement, or highway, together with any other and further information which may be deemed necessary and pertinent by the county highway engineer.

5 Years

Destroy

RSMo 229.100; 229.310

August 23, 2011

**004.CC 020.03**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Record of Affidavit of Explosives**

Affidavit of Explosives, Record of Explosives, Explosive License

Date of affidavit/permit, to whom issued, type of explosive and signature of county clerk

Permanent

Archive

August 23, 2011

**004.CC 020.04**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Road Commissioners Report**

Special Road District Commissioners Reports; Township Road District Reports; Highway Engineer Report; Road Overseer Reports

Record of all transactions made by the Road District Commissioner to the County Commission

Record of Overseer to make annual report and settlement. Detailed report, under oath, to the county commission reporting all money received and expended, showing source received from and on what account expended.

Completion of Audit

Destroy

August 23, 2011

**004.CC 020.05**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Road Funds**

Road Apportionment Records

Record of division of monies appropriated for the construction and maintenance of county roads, by special district, incorporated district, township or county.

Completion of Audit

Destroy

August 23, 2011

**004.CC 020.06**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Subscription for bridgework**

Bridge Subscription Records

Record of subscribers paying for the construction and maintenance of a county bridge

Name of resident, address, amount subscribed, name/location of bridge to be constructed

Permanent prior to 1920; post-1920 Completion of Audit

Archive permanent records; Others, destroy

See RSMo 234.060. The 19th and early 20th century records, provide detailed information regarding the location and formation of early county roads, rivers, ferries and subsequent bridges. Post 1920 records maintained by the Missouri Department of Transportation

August 23, 2011

**004.CC 020.07**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**County Aid Road Trust Fund (CART) Records**

Documentation showing the distribution of CART revenue (generated by state gasoline taxes) by the county commission for the construction, maintenance and repair of county roads and bridges.

Record of amount of CART funds allocated for road and bridge projects within the county. Shows total amount, and amount allocated per entity.

Completion of Audit

Destroy

August 23, 2011

**004.CC 020.08**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Levee District Records**

Levee District Assessment Book

Records documenting levee district

May include assessments; files, contracts, maps

Permanent

Archive. Microfilm

August 23, 2011

## Taxes

### 004.CC 021.01

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Drainage District Tax Book

Tax Book Drainage District

Record of taxes due and paid by residents living within a drainage district

Record of taxes assessed on all lands and other taxable property within the district, lists name of landowner, legal description, amount of taxes assessed, date and amount of taxes paid

Permanent

Archive

Per RSMo 243.310. 1.

August 23, 2011

### 004.CC 021.02

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Retention Change:*

*Disposition:*

*Note:*

*Approval Date:*

### School Tax Book

Tax Book School District

Record of taxes due and paid by taxpayer within school district

Record lists taxpayer name, address, legal description of land assessed, amount and date tax was paid

Permanent, prior to 1963; Completion of Audit after 1963, see Note

Archive Microfilm, Permanent Records; Destroy others

RSMO 164.041 provides the county clerk to include school tax information in general tax book, enacted 1963

August 23, 2011

### 004.CC 021.03

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Tax Reports and Aggregate Abstracts

Railroad and Utility Aggregate Abstract; Form 1310; Assessed Valuation Abstracts; Back Tax Aggregate Abstract; Form 1313; Land and Personal Tax Aggregate Abstract; Form 1309; Form 11; Form 11A; Abstracts of Merchants and Manufacturers Tax; Equalization Reports; Report to State Tax Commission

Statement of the Aggregate Assessed valuation of all real and personal property within the county

5 Years

Destroy

See RSMo 138.400. These forms are submitted to the State Tax Commission or the Department of Revenue. Form numbers may change over time; it is the responsibility of the clerk to know why they are filing the form in order to determine the correct record series for retention.

August 23, 2011



#### **004.CC 021.04**

*Also Called:*

#### **Tax Assessments and Valuations**

Statement of Assessment and Taxes Charged; Certification of Taxes Assessed; Bank Assessment List; Electric Power and Light Assessment; Telephone Company Assessment; Statement on Railroad and Utility Property; Form 40; Record of Correction; Tax Reports of School, Fire, Library, Water, Sewage District; Tax Levy; Statement of Valuation; Valuation Report; Assessment Roll; Notice of Tax Levies; Certificate of Tax Levy; Tax Levy Pro-Forma; Financial Institution Tax; Form 34

*Function:*

Documents taxes charged in the county

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 23, 2011

#### **004.CC 021.05**

*Also Called:*

#### **Tax Abatement Records**

Tax Change Forms/ Tax Abatement; Abated Tax Records; Add-ons

*Function:*

Submission by County Assessor of erroneous assessment of personal property taxes

*Content:*

Petition by County Assessor notifying the County Commission of individual erroneous property assessment, states tax payers name and listing of personal property assessed and reason for abatement request; Document includes order by County Commission abating the tax amount due.

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

Permanent copy of this record is maintained by the Collector

*Approval Date:*

August 23, 2011

#### **004.CC 021.06**

*Also Called:*

#### **County Board of Equalization Record**

Minutes Board of Equalization; Record of Board of Equalization; Board of Equalization Record

*Function:*

Documents proceedings of the County Board of Equalization; hearing citizen petitions for equalization or abatement of county taxes assessed.

*Content:*

Date and place of meeting, names of officials present, name of tax payer presenting case before board and actions taken by board in response to petition.

*Minimum Retention:*

Minutes, Permanent; Appeal applications, 5 Years

*Disposition:*

Archive

*Note:*

*Approval Date:*

August 23, 2011; Revised August 20, 2013

#### **004.CC 021.07**

*Also Called:*

#### **Tax Sale Record**

Real Estate Sale Record; Back Tax Sale Record; Record of Sale of Land for Back Taxes; Delinquent Tax Sale Record; Record of Tax Sales

*Function:*

Record of the Board of Equalization showing land to be sold due to unpaid real estate

*Content:*

Record shows legal description of land to be sold, year taxes were assessed and due, publication costs and name of former owner, also shows name of purchaser, sale price, date and identification of lands not sold

*Minimum Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

Permanent record in the office of the Collector

*Approval Date:*

August 23, 2011

**004.CC 021.08**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Rate Schedule of Tax Levies**

Tax Levy Rate Schedule

List of all taxing entities within the county and levy amount

Listing of all taxing districts for county includes rates for state, county, senior services, watershed, drainage districts, sheltered workshop, ambulance districts, schools, cites, road and bridge, and fire districts; township form of government includes township levy amounts

5 Years

Destroy

August 23, 2011

**004.CC 021.09**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Consolidated Back Tax Book**

Back Tax Book; Consolidated Back Tax Book

Record of all taxes due the county by individuals and businesses who are delinquent in paying taxes.

Name of individual or business, address, amount of real estate, and/or personal property taxes due by year they were due.

5 Years

Destroy

See RSMo 140.050. Permanent record maintained by the County Collector

August 23, 2011

**004.CC 021.10**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Tax Anticipation Notes**

Short term debt securities issued in anticipation of future tax collections to cover operating expenses

Date of note; loan period; amount; lender; signatures of county officials

Completion of Audit

Destroy

See RSMo 50.070-50.150

August 23, 2011

**004.CC 021.11**

*Also Called:*

*Function:*

*Content:*

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Poll Tax Book**

Poll Tax Books

Records showing poll taxes due and paid

Tax book divided by road district or township. May also include alphabetical listing of all eligible males living in the road district/township required to pay or work off poll tax. May also show amount paid or number of days and hours worked to satisfy tax debt.

Permanent

Archive

Obsolete series

August 23, 2011

## Township Organization of Government

### 004.CC 026.01

#### Township Tax Books

*Also Called:*

Tax Book Real Estate and Personal; Tax Book Real Estate; Tax Book Personal; Tax Assessment and Book; Personal Property Tax Record

*Function:*

Tax Book for each township within the county; 19th century township tax books include assessments as well as tax record

*Content:*

Tax Book includes Real Estate Taxes-Name of landowner, legal description of land, address, valuation, amount of tax due, date and amount of taxes paid

*Minimum Retention:*

Permanent

*Disposition:*

Archive, Microfilm

*Note:*

Tax Book is compiled by the County Clerk and until the 2006 tax year were distributed to township tax collectors for collection; beginning in 2007 the position of township collector was abolished and County Treasurer's and Ex-Officio Collectors in township form of government counties began collecting all county taxes

*Approval Date:*

August 23, 2011

### 004.CC 026.02

#### Township Tax Statements and Receipts

*Also Called:*

Tax Statement; Tax Receipt

*Function:*

Tax Statements/Receipts document the taxes due and paid

*Content:*

Tax Statement/Receipt shows taxpayers name, address, real estate taxes assessed, amount of tax due; personal property items assessed and amount due, receipt shows amount and date tax was paid

*Minimum Retention:*

5 Years

*Disposition:*

Destroy Securely

*Note:*

*Approval Date:*

August 23, 2011.

## County Clerk Education Records

**Current Records – Records currently generated and submitted to the Department of Elementary and Secondary Education (DESE). Review the “Historic Records” section below for older/obsolete record series.**

<b>004.EDU 017</b>	<b>Annual Report of the County Clerk to the State Board of Education</b>
<i>Also Called:</i>	Fiscal Annual Report
<i>Function:</i>	Report of the assessed valuation and distribution of revenue for the tax year for each school district in the county.
<i>Content:</i>	Yearly report shows assessed valuation and distribution of revenue for the school district.
<i>Minimum Retention:</i>	Completion of Audit
<i>Disposition:</i>	Destroy
<i>Note:</i>	
<i>Approval Date:</i>	August 24, 2006
<b>004.EDU 018</b>	<b>Certification of Property Tax Rates</b>
<i>Also Called:</i>	Pro Forma Tax Rate Summary and Certification; Railroad and Utilities School Apportionment; Tangible Personal Property Tax Report
<i>Function:</i>	Certification of tax rate by state auditor for tax collection purposes. Based on information submitted by the taxing authority and local school district in compliance with RSMo 137.073.6 designating the school district tax rate.
<i>Content:</i>	May include: Certification Letter from State Auditor; Pro Forma Tax Rate Summary; School District Certification; County Clerk Certification; Form A Computation of Reassessment (in compliance with Article X, Sections 22 and 137.073); State Auditor's Calculation and any revisions made by political subdivision; district names and monetary amount devoted to each fund within that district; date; county clerk signature; tangible personal property tax distribution; merchants and manufacturers valuation and tax collection information.
<i>Minimum Retention:</i>	5 Years
<i>Disposition:</i>	Destroy
<i>Note:</i>	Formerly, the county clerk distributed the money among the districts. Effective in 2000, railroads now report directly to the Department of Revenue, who then distributes the money from the County Private Car Tax back to the counties.
<i>Approval Date:</i>	August 24, 2006
<b>004.EDU 019</b>	<b>Estimate of Required Local Taxes</b>
<i>Also Called:</i>	DESE Form 3--660-160
<i>Function:</i>	Detailing the local taxes required to operate the district for the coming school year. Completed by school board and submitted to the county clerk in compliance with RSMO 164.011.
<i>Content:</i>	May include: county clerk name; county; district number; district name; mailing address; certification signatures; date; assessed valuation; term dates; length of school term; tax rate by fund (adjusted/unadjusted levy); estimated revenue from Merchant and Manufacturer Surcharge Tax; and estimated revenue from State Assessed Railroad and Utilities Tax.
<i>Minimum Retention:</i>	Completion of Audit
<i>Disposition:</i>	Destroy Securely
<i>Note:</i>	
<i>Approval Date:</i>	August 24, 2006

## 004.EDU 020

### Membership Apportionment Data Report

*Also Called:*

*Function:*

DESE Form SA009; Membership Count of School Districts Within County Report from DESE School Finance Section to the county clerk detailing district membership data to be used in the apportionment of fines, forfeitures, escheats, and the distribution of the Railroads and Utilities Tax.

*Content:*

May include: school district name and code number within the county; information used for apportionment of tax revenue derived from state assessed railroads and utilities (including monthly membership amounts and county total).

*Minimum Retention:*

Completion of Audit

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 24, 2006

## Historic Records – Obsolete record series.

### 004.EDU 001

#### Annual Report of County Superintendent to the State Board of Education

*Also Called:*

Annual Report of County Superintendent to the State Superintendent of Public Schools

*Function:*

Aggregate information about all rural and high schools in the county for state statistical purposes.

*Content:*

Information includes: the school year; pupil data broken down into rural, elementary, and high schools; total enrollments for all divisions; transportation statistics; graduate statistics; district data for term and teachers; teacher education and experience; number of buildings; financial data; date; and county superintendent signature.

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm for preservation.

*Note:*

Excellent summary of county school data for each year.

*Approval Date:*

August 24, 2006

### 004.EDU 002

#### Application and School Funds Loaned Records

*Also Called:*

Application For School Funds Loaned; Register of School Funds Loaned; Sale of School Lands Register; School Fund Bond; School Fund Mortgage

*Function:*

Record of the county clerk tracking the sale of designated county lands for the benefit of school funds, and funds loaned for that purpose.

*Content:*

May include: school year; legal description of the land; school district name; name of buyer; school board minutes; county court minutes; county court orders; land owner lists with legal descriptions; appointments of school inspectors; school district divisions and consolidation records; record of bonds/loans kept by the county clerk, including loan amount, repayment schedule, interest rate, penalties, default, and legal description of lands purchased.

*Minimum Retention:*

Retain Register of School Funds Loaned and Sale of School Land Register permanently if not available in Recorder's office; all other records are approved for immediate destruction

*Disposition:*

Permanent records: Archive. Other records: Destroy.

*Note:*

School funds loaned records are also usually referred to in the County Court Commission Records.

*Approval Date:*

August 24, 2006

**004.EDU 003****Contracts, School District Operations**

*Also Called:*

Transportation Contract

*Function:*

Contract between school districts to guarantee transportation of students between school districts.

*Content:*

May include: date; district name and number; number of students to be transported; commencement date; fee per pupil; certification signatures; student name; tuition; and fee totals.

*Minimum Retention:*

Approved for immediate destruction

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 24, 2006

**004.EDU 004****Contracts, Teachers and Personnel**

*Also Called:*

Teacher's Contract

*Function:*

Contract between school district and teacher detailing responsibilities, requirements, and term length.

*Content:*

Information includes: date; teacher's name; district name; county; agreement of teacher to work for a specified salary and term; salary schedule; and certification signatures.

*Minimum Retention:*

Approved for immediate destruction

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 24, 2006

**004.EDU 005****Enumeration Records**

*Also Called:*

Form CD/62, Form 5, and Form R-1, FCC/7; School Enumeration Record and Apportionments; Public School Enumeration Report of the County Clerk to the State Commissioner of Education; Annual School Enumeration Record; Enumeration List Report of the district clerk or school board president to county clerk and county superintendent to be forwarded to the state superintendent of schools providing an aggregate total of students in the district. Used for division and distribution of local school tax monies.

*Function:*

*Content:*

May include: district name; number; county; total of pupils in each township/county covered by district; enumeration of students based on specific criteria; date; parent/guardian name and address; student name, sex, race, date of birth, age when enumeration taken; certification signatures.

*Minimum Retention:*

Permanent

*Disposition:*

Archive. Microfilm for preservation.

*Note:*

*Approval Date:*

August 24, 2006

## 004.EDU 006

### Estimates, Application, and Apportionment Records by County Superintendent, Board of Education, and County Clerk

*Also Called:*

Additional information related to the Application for State School Money; Application for State School Money, High Schools; Application for State School Money, Three Director Boards; Application for State School Money, Pupil and Personnel Data; Application for State School Money; Estimate of Money needed for Maintaining Public Schools; Apportionment of Public School Funds; County Clerk's Report of Applications for Equalization Quota or Teacher and Attendance Quota; Revised Department of Education Fund Apportionment Book; Rural Schools Application for State School Money; Supplementary to the County Clerk's Report of Applications for State School Money for High School or Rural Districts; Worksheets for Estimates; Application for General Assistance for Education of Children from Low Income Families; Application for State Aid to Orphans

*Function:*

Statistical information derived by school district and county-wide data used for the application, estimates, and distribution of state school money. Includes reorganization and annexation information regarding school districts.

*Content:*

May include: district name, number and address; certification signatures; resident/non-resident pupil enumeration and attendance data; assessed valuation; fund revenue; total aid received by the school; tax levy information; teacher employment data (number employed, attendance, number of certified teachers, pupil teacher ratio, teacher race information); annexation and consolidation information including election results; reorganization data including date of election; school building information; number of school rooms provided; transportation data; equalization quotas; tax rate information (tax levy election data, disbursements and receipts); estimate and purpose of operating funds needed; specified apportionment and corrections to payments.

*Minimum Retention:*

Review for historical value. Retain permanently school census data not available elsewhere. Other records are approved for immediate destruction.

*Disposition:*

Permanent records: Archive. Other records: Destroy.

*Note:*

*Approval Date:*

August 24, 2006

## 004.EDU 007

### Examination, Certification, and Training Records for District Personnel

*Also Called:*

Certificate of Grades; Elementary Teacher Printout; Missouri Teacher Certificate Application; Report of Teacher's Examination Results; Report of Teachers' Summer School Grades; School Bus Driver's Physical Examination Certificate; State of Missouri Public School Certificates; Teacher Examination; Report of Names and Serial Numbers of Applicants; Teacher Directory; Teacher Examination List/Record; Teacher Training Report; Missouri Uniform Examination Results; Teacher's Health Certificate

*Function:*

Documentation of certification, qualification, and continuing education of district employees. Used by administration to evaluate credentials of applicants.

*Content:*

May include: district number; employee/examinee name, address, sex, race, age, height, weight, physical condition, nationality, annual salary, institution attended, college credit semester hours, subject lists, grades, highest degree held, type of certificate held (superintendent, principal, high school, elementary, state school, county), certificates applied for, work experience, years of experience; employment and reference information including association membership; examination results including test date, teaching ability, management, and subject aptitudes; certification date and status.

*Minimum Retention:*

If duplicated under EDU 011--Destroy in current area; If serves as only copy--Permanent

*Disposition:*

Permanent records: Archive. Other records: Destroy securely.

*Note:*

Records of personnel employed at the time of consolidation would be included in the school district records.

*Approval Date:* August 20, 2008

## **004.EDU 008 Public School Retirement Records**

*Also Called:* Annual Report of Contributions For School Year, Form PSR6AR; Employee Report for School Year, Year End Totals, Form 6M and 6R; Membership Record for Public School Retirement System, Form 1; Payroll and Contribution Report Form 5Q and 5S; Public School Retirement System of Missouri, Form PSR5; Transmittal of Contributions

*Function:* Reports to county superintendent, board of trustees, and public school retirement system executive secretary listing school district employees for each year. Used to track employee status and qualifications for retirement.

*Content:* May include: school district name; number; membership number; employee name; annual salary; number of monthly payments; salary changes; total months of service rendered; last employment in Missouri (by district, county, and year); certification; employee signature; termination date; absences; sick leave; name changes; and remittance data.

*Minimum Retention:* Approved for immediate destruction

*Disposition:* Destroy securely

*Note:*

*Approval Date:* August 24, 2006

## **004.EDU 009 Reports Generated By School or County Officials**

*Also Called:* Annual Report of County Clerk to State Board of Education (non-current); Annual Report of Superintendent of Schools for Districts Having High Schools; Annual Report of Trustees to the County Commissioners; Annual Secretary of the Board Report; Annual Transportation Report; Application for Classification and Annual Report to the State Board of Education; Preliminary Classification Report; Preliminary Report of Rural Schools; Preliminary Report of Approved Apportionments for Rural Districts with Low Average Attendance; Record of Enumeration, Valuation, Levy and Apportionment of District School Funds [no student names]; Reorganized Districts Annual Transportation Report; Report (Annual) of District Clerk to County Superintendent; Report of Approval for Transportation of Resident Pupils by Common School Districts; Report of the District Clerk to County Superintendent and State Board of Education, Common District; Report of the District Clerk to County Superintendent, Common School Districts; District Clerk Report of Budgets and Financial Data; Report of the District Clerk to the County Clerk; Report of the Secretary of Board to County and State Superintendent for High School Districts; Report of the Secretary of Board to County Superintendent and State Board of Education; Report of Township Clerk to the County Clerk; Rural School Districts Teachers' Monthly Report to District Clerk; Rural School Report of District Clerk to County Superintendent; Statement of the County Treasurer Report to the District Clerk; Summary of County Superintendent's Annual Report to State Board of Education; Superintendent's Term Report to Secretary of Board of Education and County Superintendent; Supplement to Annual Transportation Report; Three Director or Common School District; Annual Report of County Superintendent on Budget and Financial Data; County Superintendent Report to State Superintendent of Public Schools; First and Second Semester Examination Report of Pupils in Classes; High School District Superintendent Term Report to Secretary of School Board and County Superintendent; School District Annual Reports; District Clerk Report to County Commission; Report of Non-Resident Pupils (Form FC/02); Report of Non-Resident Pupils Transported (Form CD-67a); Report of Supervisor - Elementary Schools (Form C-12); Term Report of Enrollment, Transportation, Attendance, and Personnel Data (Form D-41); Title I Evaluation Report; Title II Project Reports and Evaluation Data

*Function:* Duplicate reports to various state and local officials, generated for the distribution of state funds and containing aggregate information about rural and high schools to be used for state statistical purposes.

*Content:* May include: statistical information about rural and high school districts; total number of districts; district numbers; dates of operation; tax levy information including



valuation and distribution from personal, real estate, merchant and utility taxes; financial data including disbursements and receipts; enumeration data including number of students per grade; aggregate totals of students for grade school, high school, and graduates; student sex and race; number of deaf, dumb and blind students; resident and non-resident data; enrollment data; transportation reports including statistics for riders, driver certifications license number, costs, state aid, and route mileage; teacher data including number of certified teachers, education and experience, salary, name, and address; school building and grounds including building inventory, improvements, supplies, and equipment; textbook fund data; library data including number of volumes held and financial information regarding the purchase of library materials; tax information; including valuation, disbursements, projections, and actual receipts; financial statements showing long and short term debts; student health, safety, and sanitation data; curriculum and classification agreements; syllabus of classes, textbooks used, pages covered, daily program including time spent on subject; tax collections by fund and disbursements; eighth grade graduate statistics; school employee totals; signatures by official of origin. Pre-1925, evaluate for historical significance/permanent; Post-1925, destroy in current

*Minimum Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Permanent records: Archive. Other records: Destroy.

These reports are statistical only and do not include student names or grades. When reviewing reports, make sure enumeration report does not include personal student information, which is a permanent record in the Enumeration series.

August 20, 2008

**004.EDU 010****Rosters***Also Called:*

Roster; Teachers Roster; Teachers Directory; Employees for School Year (Form 6R)

*Function:*

List of names of students, graduates, personnel, or school board members.

*Content:*

List, dated by school term, of names of students, personnel, or school board members. May include address and/or telephone number.

*Minimum Retention:*

Permanent

*Disposition:*

Archive

*Note:**Approval Date:*

August 24, 2006

**004.EDU 011****School District Information Records***Also Called:*

Ash System of Records for County Superintendent and Teachers; Attendance and Scholarship Record; Board of Education and Institute Minutes; County School Board Minutes; Daily and Classification School Register; Daily Register, Red Line Series; District Boundaries; District Clerk Record Book; District Plats; District Record for the Use of Directors; Grade Book; Harvey's District School Register; Hobart's District Clerk's Record; Laurel Register of Attendance, Scholarship, and Classification; Missouri County School Census Card; Missouri District Clerk's Record; Missouri School Register; Model District Clerk's Record; Model District Clerk's Record for Missouri; Model Rural School Register; Model School Register; Model School Register and Grade Book; Record of Grades; Record of Grades and Attendance; Records of School District; School Trustee Report; Standard Elementary School Register; Standard School District Record; Standard School Register; Teacher's Daily Register, Red Line Series; Teacher's Register; Teacher's Reports to County Superintendent; Visiting Record, School Superintendent; Welch System Missouri District Clerk's Record; Welch System of Attendance; Welch System of Close Supervision; Welch's System for Attendance, Classification, Graduation, and Close Supervision; White's New Common School Register; White's New School Register; Annual School Meeting Report

*Function:*

Bound volumes detailing the status of the school district through daily, monthly, quarterly, and year-end reports prepared by the teacher(s) and district clerk over the course of the school year. Reports concern students, building structure, financial information, and board activities.

*Content:*

May include: board member names; meeting date; business; institute dates; permanent student record of grades and attendance; student name, date of birth, test scores, final grades, department and promotion; text books supplied and read; teacher contracts and certifications; school district inventories of property and supplies; budget; warrant stubs; tax information including valuation; district plat; enumerations; school term dates; number of students enrolled; register of visitors.

*Minimum Retention:*

Permanent

*Disposition:*

Archive

*Note:**Approval Date:*

August 24, 2006

## 004.EDU 012

### School Fund Accounts

*Also Called:*

County Clerk in Account with School Funds; County Superintendent Record of Teacher's Examination Funds; School Fund Report; School Ledger; Treasurer in Account with School Funds

*Function:*

Ledgers kept by the county clerk and county treasurer detailing transaction of school funds.

*Content:*

May include: school district name and number; valuation; total rate; tax rate; receipt information, including date and from whom collected; charges against treasurer; voucher/warrant number; amounts allocated and fund designation (teacher, incidental, building, sinking, interest, and free text book funds).

*Minimum Retention:*

Approved for immediate destruction

*Disposition:*

Destroy Securely

*Note:*

School funds loaned records are also usually referred to in the County Court Commission Records.

*Approval Date:*

August 24, 2006

## 004.EDU 013

### Student Transcripts, Grades and Records

*Also Called:*

Certificate of Age or Employment of Minors, 16 and Over; Certificate of High School Credit; County Report of Total Number of Pupils' State Reading Circle Certificates Issued; County Superintendent Certification of Registration Record; County Superintendent Certificates, Registration Record, Renewal Information Sheets; Daily Attendance Record; Family Census Record; Henmon-Nelson Test of Mental Ability; High School Tuition Report; Missouri Department of Health Examination Record of School Children; Orleans Prognosis Tests; Permanent Record Card; Pupil Data Card; Pupil Data Card Cumulative; Pupil Data, Final High School Record; Pupil Data Summary For Daily Attendance, Term Attendance and Promotional Record; Report of Pupil Assignment; Special Census of Handicapped Children; Stanford Achievement Test, Class Record and Class Analysis Chart; State Approved Cumulative Record; Student Test Records; Summary Report of Immunization of School Children and Names

*Function:*

Record of student grades, health, and attendance.

*Content:*

May include: student name, date of birth, place of birth; parent/guardian name, occupation, nationality, address, race; school; town; state; certification signature; date; attendance; entry/transfer dates; tardy report; absence reasons; education, including graduation history, length of recitation and laboratory periods, grades, number of class periods, subject list, reading certificate information, test scores for IQ and Math Achievement, and class rank; tuition information for nonresident students; physician, immunization and dental records; extra-curricular activities list; explanation of mental or physical handicap; certified code

*Minimum Retention:*

Retain permanently records recording student grades; retain all others 1 year.

*Disposition:*

Permanent records: Archive. Other records: Destroy.

*Note:*

Records recording student grades are governed by a 72 year closure.

*Approval Date:*

August 24, 2006

## 004.EDU 014

### Teacher's Term Reports

*Also Called:*

Teachers Yearly Report of a Class to County Superintendent; Teacher's Preliminary Report to County Superintendent of Schools; Teacher's Quarterly Report to County Superintendent; Teacher's Term Report; Teacher's First Week Report to County Superintendent; Supplement to Teacher's Quarterly Report to County Superintendent; Rural/Common School Districts Teachers Term Report to County Superintendent and District Clerk

*Function:*

Reports provide detailed student information for evaluation and promotion purposes.

*Content:*

May include: school district name and number; county; teacher name and address; school board members' names; enumeration; enrollment; attendance and graduate totals; teacher certification; number of teachers employed; teacher salary schedule; teacher education, college hours, college credit, degrees held, work history, certification dates, retirement information; school term dates; transportation reports; pupil data including name, parent/guardian name, address, sex, date of birth, age, class grade, date of enrollment, attendance, subject grades, promotion and department remarks; list of pupils who have left the school district; lesson plans; daily program of recitations; supplementary student work; number of school buildings; value of books and school property.

*Minimum Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

August 24, 2006

## 004.EDU 015

### Textbook and Supply Records

*Also Called:*

Free Textbook Certificate; General Information Sheet

*Function:*

Records requesting or validating requests for supplies, school improvements, and textbooks.

*Content:*

May include: certificate of entitlement of a district's allotment of the County Foreign Insurance tax to provide free textbooks for grades 1-4, including school district name, county name, board meeting date, certificate date, names of board members, district clerk, county clerk, and superintendent; report of teacher surveying school and conditions, including meeting attendance numbers, enrollment and attendance estimates, textbook information, library conditions, reference book titles, condition of water and heating system, and school house; recommendations for textbooks and supplies to be purchased.

*Minimum Retention:*

Approved for immediate destruction

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 24, 2006

## 004.EDU 016

### Transportation Records, Inspections

*Also Called:*

School Bus Inspection Sheet

*Function:*

Safety inspection record of district bus fleet.

*Content:*

May include: license number; school; town; superintendent's name; county; driver's name, address, chauffeurs license number, age, driving experience; length of route; bus make and model; bus condition; remarks; inspecting officer's name and date.

*Minimum Retention:*

Approved for immediate destruction

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 24, 2006

# County Clerk Public Institutions/Relief

## 004.PR 001.01

### Public Relief Records

*Also Called:*

Insanity Files; County Infirmary Files; State Hospital Files; Poor Farm Inmate Register; Commitment and Release Records; Insanity Records; Medical Records; Notices; Permission Records

*Function:*

Documents the institutionalization of persons deemed mentally unstable, or in need of other medical treatment, and gives vital facts concerning the individual and the expenses incurred by the county for the patient's care

*Content:*

May include: physician's name and signature; name of patient; age and sex of patient; county of origin; witnesses; date; signature of county clerk; cause and duration of condition; former treatment; recommended treatment; additional information by physician, date of court ordered commitment; payments; date paid; date of discharge; cause of discharge; record number; correspondence between institution and county; Waivers/Consent documentation; remarks

*Retention:*

Permanent

*Disposition:*

Archive Microfilm

*Note:*

Closed for 72 years after last activity

*Approval Date:*

August 23, 2011

## 004.PR 006

### Financial Records, Institutions

*Also Called:*

Patient Account Records; Settlements; Receipts; Audit Records; Bonds; Bids; Bill of Costs; Fee Bills; Support of Wards; Record of Board Bills for Prisoners in State Institutions; Financial Record of County Health and Welfare Program; Ledger for Charitable Accounts; Indigent Ledger

*Function:*

1) Record of county contributions to institutions for patient care; 2) records of financial status of facility; 3) legal documentation re bonds; 4) offers or proposals of prices for items requested by institution; 5) separate ledger for county revenue, endowment or trust fund accounting for monies spent aiding in health and or welfare of specific group of persons, ex: school children, poor, etc.

*Content:*

May include: 1) name of institution; patient name; admittance date; dates and descriptions of expenditures; debits and credits for amounts due; charges for maintenance and clothing; approval signature; filing date; 2) verification of accounts

*Retention:*

7 Years; Evaluate for historical use; destroy others

*Disposition:*

Archive. Microfilm historical records for preservation

*Note:*

See RSMo 205.670. This series contains both historic and current records

*Approval Date:*

August 23, 2007; Revised August 23, 2011

## 004.PR 008

### Inventory of County Poor Farm

*Also Called:*

Inventory of Personal Property of County Poor Farm

*Function:*

List of items on hand and their value for the information and approval of the county court

*Content:*

May include: livestock and livestock feed; tools for farm and house; machinery; food; tobacco; clothing; furniture; oil; gasoline; seed; coffins; value of items; census of residents

*Retention:*

Permanent

*Disposition:*

Archive. Microfilm for Preservation

*Note:*

*Approval Date:*

August 23, 2007

**004.PR 009****Log/Transfer of Dead Bodies**

*Also Called:*

Record of Disposition of Human Bodies; Transfer Report; File Papers for Log: Dead Human Bodies Delivered

*Function:*

Informs county of final status of patient and delivery of body

*Content:*

May include: name of deceased; race; date of birth; age; date of admittance to institution; delivery location; name of local agent; home county of deceased; location of death; date of death; burial location

*Retention:*

Permanent

*Disposition:*

Archive. Microfilm for preservation

*Note:*

See RSMo 194.150

*Approval Date:*

August 23, 2007

**004.PR 016****Reports, Public Relief**

*Also Called:*

Report of Patient Status; Report of Superintendent of County Hospital; Settlement and Report; Annual Report of Hospital; Inmate Report, County Poor Farm; Physician's Report; County Welfare Monthly Report; County Poor Farm Superintendent Report

*Function:*

1) Indicates patient and financial status of facility; 2) report made by physician and given to county court on the medical history of child and any current problems or conditions; 3) report made by County Welfare Officer to county court documenting work completed.

*Content:*

May include: 1) name of institution; date; status of patients (e.g., admitted, discharged, paroled, escaped, transferred, returned); filing date; earnings; operating expenses; budget; average number of patients; deaths; number of admissions; number treated; gender numbers; race numbers; 2) name and address of patient; date of report; name of facility; age; sex; race; birthplace; chief complaint; family medical history; past medical history of child; present medical condition of child; signature and address of physician; 3) month and year of report; daily listing of actions; expenditures; signature of welfare

*Retention:*

Permanent

*Disposition:*

Archive. Microfilm for preservation

*Note:*

Closed for 72 years after last activity

*Approval Date:*

August 23, 2007

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Water District petition · *See* Petitions