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.

Multimodal and Transit Records Retention Schedule

See also the General Records Retention 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- Superseded manuals and other directives (maintained outside the office of record).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/localrecs/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 the permanent records it
generates and receives regardless of format. The records, both electronic and physical, that have been identified
as permanent require special handling and storage if they are to be preserved. The continuous interaction
between a physical 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. For electronic
records the concerns include media decay, hardware/software obsolescence, and migration of data into the
current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and
disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and
maintained to archival specifications, a master negative will ensure that permanently valuable records are
preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets
the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

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 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

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See also the General Records Retention Schedule.

US Department of Transportation Drug & Alcohol Testing

**MMT 001**
**Also Called:**
**Function:** Document testing programs covered under DOT drug and alcohol testing regulations
**Content:** 5 Years from End of Calendar Year
**Retention:** Destroy
**Disposition:** Per 49 CFR 382.201; 219.901; 219.903; 655.71
**Approval Date:** August 21, 2019

**MMT 002**
**Also Called:**
**Function:** Document testing programs covered under DOT drug and alcohol testing regulations
**Content:** 2 Years, Railroad; 1 Year, other from End of Calendar Year
**Retention:** Destroy
**Disposition:** Per 49 CFR 382.201; 219.901; 219.903; 655.71
**Approval Date:** August 21, 2019

**MMT 003**
**Also Called:**
**Function:** Management Information Systems (MIS)
**Content:** Annual Report documenting testing activity and result
**Retention:** 5 Years from End of Calendar Year
**Disposition:** Destroy
**Note:** Per 49 CFR 382.201; 219.901; 219.903; 655.71
**Approval Date:** August 21, 2019

**MMT 004**
**Also Called:**
**Function:** Records documenting drug and alcohol testing at previous employment
**Content:** 3 Years from End of Calendar Year
**Retention:** Destroy
MMT 005
Also Called: Collection Process
Function:
Content:
Retention: 2 Years from End of Calendar Year
Disposition: Destroy
Note: Per 49 CFR 382.201; 219.901; 219.903; 655.71
Approval Date: August 21, 2019

MMT 006
Also Called: Education and Training Records
Function:
Content:
Retention: 3 Years from End of Calendar Year
Disposition: Destroy
Note: Per 49 CFR 382.201; 219.901; 219.903; 655.71; See also GS 064 Training Records
Approval Date: August 21, 2019

Airport Records

MMT 100
Also Called: Airports and Aviation Regulations
Function:
Content:
Retention: Permanent
Disposition: Archive
Note: Formerly 1507 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

MMT 101
Also Called: Airports: Crash Rescue Operations
Function:
Content:
Retention: 5 Years and review for historical significance
Disposition: Destroy; Archive records of historical significance
Note: Formerly 1508 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

MMT 102
Also Called: Airport Safety Officer's Reports and Logs
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Record that reports incidents relevant to the safety operations of the airport
May include first aid reports, daily logs, incident reports, photographs, and safety officer's court appearance file

Approval Date: August 21, 2019
Retention: 7 years
Disposition: Destroy
Note: Formerly 1509 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

MMT 103
Also Called:
Function:
Content:
Retention: 7 years
Disposition: Destroy
Note: Formerly 1509 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

Security Gate Entrance Application and Card File
Records regarding clearance badges allowing badge holder entrance to the operations area
Retention: 5 years after termination or retirement of the badge holder
Disposition: Destroy
Note: Formerly 1510 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

MMT 104
Also Called:
Function:
Content:
Retention: 6 months - subject to FAA regulations
Disposition: Destroy
Note: Formerly 1511 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

Screening Activities Report
Monthly report to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapon)
Retention: 6 months - subject to FAA regulations
Disposition: Destroy
Note: Formerly 1511 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

MMT 105
Also Called:
Function:
Content:
Retention: 6 months - subject to FAA regulations
Disposition: Destroy
Note: Formerly 1512 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

Airport Condition and Inspection Reports
Daily reports required by the FAA
May include the Light Inspection Report, Airfield Inspection Report, and Field Condition Report (NOTAM - Notice to Airmen)
Retention: 6 months - subject to FAA regulations
Disposition: Destroy
Note: Formerly 1512 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

MMT 106
Also Called:
Function:
Content:
Retention: 5 Years
Disposition: Destroy
Note: Per the Federal Aviation Administration: Public Law 103-305, section 107, amended Title 49, Section 47105, of the United States Code; Formerly 1513 on Municipal Retention Schedule
Approval Date: August 24, 2010; Moved August 21, 2019

Airport Maintenance Survey Records
Airport Pavement Maintenance Inspection Records
Documents Pavement maintenance management program
Inspection date; Location; Pavement Distress Type; Maintenance Scheduled or Performed
Retention: 5 Years
Disposition: Destroy
Note: Per the Federal Aviation Administration: Public Law 103-305, section 107, amended Title 49, Section 47105, of the United States Code; Formerly 1513 on Municipal Retention Schedule
Approval Date: August 24, 2010; Moved August 21, 2019

Transit Records

MMT 200
Also Called:
Function:
Content:
Retention: 6 years
Disposition: Destroy
Note: Formerly 1509 on Municipal Retention Schedule
Approval Date: Moved August 21, 2019

Bus Route Planning File
Records used to establish and modify the city transit route system
**MMT 201**  
**Charter Bus Service Files**  
*Also Called:*  
*Function:* Records used in managing charter rentals of transit system buses to private groups.  
*Content:* May include charter rentals, agreements, invoice statements, receipts, and correspondence.  
*Retention:* 3 years  
*Disposition:* Destroy  
*Note:* Formerly 1502 on Municipal Retention Schedule  
*Approval Date:* Moved August 21, 2019

**MMT 202**  
**Daily Bus Passenger Reports / Drivers Daily Checklist**  
*Also Called:*  
*Function:* A summary report documenting ridership and usually statistics of all buses per bus route in the city transit system.  
*Content:* May include operator name, number of type of fares, condition and appearance of airport shuttle buses and any maintenance problems.  
*Retention:* 5 years  
*Disposition:* Destroy  
*Note:* Formerly 1503 on Municipal Retention Schedule  
*Approval Date:* Moved August 21, 2019

**MMT 203**  
**Transit Operation Receipts Summary Reports**  
*Also Called:*  
*Function:* Reports documenting total fares received.  
*Content:* May include daily and monthly fares, ridership, revenue, route information, and fuel usage.  
*Retention:* 5 years  
*Disposition:* Destroy  
*Note:* Formerly 1504 on Municipal Retention Schedule  
*Approval Date:* Moved August 21, 2019

**Railroad Records**

**MMT 300**  
**Railroad Accident/Incident Reports**  
*Also Called:*  
*Function:* Forms documenting accidents/incidents that are submitted to the Federal Railroad Administration.  
*Content:* 5 Years from End of Calendar Year  
*Retention:*  
*Disposition:* Destroy  
*Note:* This includes all forms required under 49 CFR 225.27  
*Approval Date:* August 21, 2019
MMT 301
Also Called: Railroad Crossing Inventories
Grade Crossing Inventory
Function: Retention:
Content: 4 Years from Date of Submission
Disposition: Destroy
Note: Per 49 CFR 234.413
Approval Date: August 21, 2019

MMT 302
Also Called: Signal Tests
Signal-Result of Tests; Signal-Result of Periodic Tests
Function: Retention:
Content: 1 Year from End of Calendar Year; if testing is done only every 4 or 10 years, maintain previous test until superseded
Disposition: Destroy
Note: For Signal Installation or Modification records and related testing, see GS 069 Equipment Ownership and Maintenance Records
Approval Date: August 21, 2019

MMT 303
Also Called: Certification Records
Engineer Certification; Conductor Certification
Function: Retention:
Content: Records related to certifications required by the Federal Railroad Administration to ensure only qualified individuals act as locomotive engineers or conductors
Disposition: 6 Years from Date of Last Action*
Note: Per 49 CFR 242 and 49 CFR 240; *Date of certification, recertification, denial or revocation
Approval Date: August 21, 2019

MMT 304
Also Called: Highway Rail Grade Crossing Warning System Records
Function: Retention:
Content: Documents reported unsafe conditions at rail crossings and actions taken to address issues
Disposition: 1 Year from Date of Last Action
Note: May contain: nature of unsafe condition; location; time and date of receipt; reporter; actions taken; time and date of resolution; reason for no action
Approval Date: Per 49 CFR 234.313
August 21, 2019

MMT 305
Also Called: Roadway Maintenance Machines and High-rail Records
Function: Retention:
Content: Documents inspections and repairs on equipment
Disposition: 1 Year from End of Calendar Year
Note: Per 49 CFR 214.523; 214.533
Approval Date: August 21, 2019

MMT 306
Also Called: Designated Personnel Lists
Function: Retention:
Content: Designated Qualified Person Renewal and Track Inspection; Designated person Qualified to Inspect Railcars; Qualification of Railroad Testing Officer
Disposition: Maintain current list and last superseded list
Note: Documents current staff qualified to perform specific types of inspections and training
Approval Date: Destroy
MMT 307
Track Inspection Records
Also Called: Track Inspections; Inspection of Switches; Inspection of Crossings; Internal Defects Inspection
Function: Document various inspection activities required by 49 CFR 213.4; 213.119; 213.233; 213.235
Content: 2 Years from End of Calendar Year; If Remedial action is taken, separate record of that action
Retention: 1 Year
Disposition: Destroy
Note: Per 49 CFR 213.241
Approval Date: August 21, 2019

MMT 308
Engine Inspection Records
Also Called: Daily Inspections; Periodic Inspections; Annual Inspections; Biennial Inspections; Form FRA F 6180.49A; Blue Card; Locomotive Cab Noise; Locomotive Horn
Function: Document various inspection activities required by 49 CFR 229
Content: After meeting federal requirements for local retention, apply GS 101 Vehicle Operation Records
Retention: Destroy
Disposition: Destroy
Note: August 21, 2019

Port Authority Records

Initial surveys of Port Authority records revealed no record series unique to these entities. Port Authorities should consult the Local Records General Records Retention Schedule. If any questions arise regarding port authority records, please contact Local Records, 573.751.9047