

Missouri Secretary of State Records Management Division

How to Read an Agency Records Disposition Schedule

Title: Provides a concise label for the record series

Agency Name: The department, division, section and subsection that uses this records retention schedule

Cutoff: When the record is no longer active and can be sent to the State Records Center, or the Missouri State Archives

Retention: How long an agency will retain a record after the cutoff

Description: A brief description of who created the record, what is included, how the record is used, why it needs to be retained, and any legal citations if applicable


Notes: Extra information concerning the lifecycle of the record that is not necessary in the description

Series #: Singular tracking number used for identification

Series Status: The indication of whether or not the State Records Commission has approved the record series

Disposition Action: What happens to the record once it has met its retention

Approval Date: When the State Records Commission approved the record series

Agency Records Disposition Schedule	
	Department: Office of the Secretary of State Division: Records Services
Section: Records Management Sub-Section:	
TITLE: Agency Records Disposition Schedules	CUTOFF: 2-Aug-2007
DESCRIPTION: Official signed records disposition schedule approved by the State Records Commission and the corresponding agency on or before August 2, 2007. Schedules may contain multiple record series. Schedules serve as State Records Commission's authorization for the disposition of state records per RSMo 109.250(2). NOTES: Per policy change by the State Records Commission on December 17, 2008, all future retention schedule items will be maintained under the "State Record Commission Approval Form", record series #23137.	RETENTION: Years: 10 Months: Days:
SERIES #: 13742	DISPOSITION ACTION: Transfer to Missouri State Archives
SERIES STATUS: Approved	APPROVAL DATE: 10/27/2009