



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: Accident Reports - No Action Taken

CUTOFF: EOSFY in which case is closed

DESCRIPTION: Reports generated by the Safety Office documenting accidents involving state-owned vehicles, aircraft, or equipment operated by either the Missouri Army or Air National Guard where no disciplinary action was taken. Records include, but are not limited to, accident reports, photographs, vehicle registration information, and documentation of evidence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24518

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Accident Reports-Action Taken

CUTOFF: Separation from Missouri National Guard

DESCRIPTION: Reports generated by the Safety Office documenting accidents involving state-owned vehicles, aircraft, or equipment operated by either the Missouri Army or Air National Guard where disciplinary action was taken. Records include, but are not limited to, accident reports, photographs, vehicle registration information, and documentation of evidence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20791

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Application for Military Funeral Honor Detail

CUTOFF: EOFFY

DESCRIPTION: Requests for military funeral honors at the burials of veterans. Records include, but are not limited to, application packets containing the original request form, copy of a DD214 or other eligibility documents, coordination memoranda between the funeral home and the Missouri National Guard Military Funeral Honors Program, and an After Action Report.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Data is maintained in the Missouri Funeral Honors Database.

DISPOSITION ACTION: Destroy

SERIES: 20799

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: Application for State Recognition of Military Service

CUTOFF: Conclusion of Program

DESCRIPTION: Veterans' applications for medal, medallion, and certificates in recognition of their service to Missouri and the nation. Records include, but are not limited to, request forms, DD214 copies or other eligibility documents, and reports.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Data is maintained in the Veterans Recognition Database. A copy of the report is sent to the Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20802

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Commanding Officer Complaint Files

CUTOFF: Close of Case

DESCRIPTION: Allegations of unfair treatment made against a commanding officer by a soldier or airman who has been refused redress. Records include, but are not limited to, sworn statements, findings, disciplinary recommendations, and actions taken by the command to redress the wrong. Records created pursuant to 40.435 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20783

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Facility and Property Records

CUTOFF: Transfer of ownership or demolition of building

DESCRIPTION: Records associated with ownership of properties by the State of Missouri Military. Records include, but are not limited to, facility and property inspections and permits, drawings, and specifications. Records of buildings vacated with the Missouri National Guard retaining ownership will be retained until disposition is determined by Office of Administration.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: For use and maintenance records, see 24519 - Facility Use and Maintenance Records.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20794

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: Facility Use and Maintenance Records

CUTOFF: EOSFY

DESCRIPTION: Documentation regarding the everyday use and maintenance of properties owned by the Missouri National Guard. Records include, but are not limited to, maintenance records, inventories, insurance files, and utility records.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24519

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Federal Procurement Records

CUTOFF: EOFFY after final payment or collection

DESCRIPTION: Records of financial transactions related to procuring goods and services, paying bills, collecting debts, and accounting. Records include, but are not limited to, accounts payable, accounts receivable, uncollected payments, federal sources, unpaid obligations, non obligated balances, liabilities, revenue and gross costs. Records maintained pursuant to DoD 7000.14-R, Financial Management Regulation Volume 1 Chapter 9.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: This is an increase over the NARA six year minimum retention standards for these record types. To support the beginning balances in the Department's Fiscal Year 2018 financial audit, documentation from greater than six years prior will be required. Thus, documentation must be retained for 10 years, the life of our longest lived (non no-year) funding.

DISPOSITION ACTION: Destroy

SERIES: 24529

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Inaugural Ceremonies Material

CUTOFF: Date of inauguration

DESCRIPTION: Records documenting the support of the inauguration of the governor provided by the Missouri National Guard. Records include, but are not limited to, rosters, operation orders, timelines, and duty assignments.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20759

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: Military Leaves of Absence

CUTOFF: Separation from Missouri National Guard

DESCRIPTION: Correspondence that is used to request a leave of absence from State of Missouri full-time employment in order to perform military duties. The leave of absence will be without loss of time, pay, regular leave, or of any other rights or benefits to which otherwise entitled. Records created pursuant to 105.270 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20789

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Military Personnel Files

CUTOFF: Discharge from the Missouri National Guard

DESCRIPTION: Chronological record of an individual's service in the Missouri National Guard. Records include, but are not limited to, documents of enlistment, separation, awards, and education verification.

RETENTION: Years: 62 Months: 0 Days: 0

NOTES: Data is now maintained in the Individual Personnel Electronic Management System (iPerms) database.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22699

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Personal Property Damage Claims

CUTOFF: EOY that claim is closed

DESCRIPTION: Claims filed against the Missouri National Guard that willful damage has been done to the property of any person or that the person's property has been wrongfully taken by members of the state military forces. Records adjudicated per 40.440 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20785

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: Records of Separation

CUTOFF: Discharge from active military service

DESCRIPTION: Records chronicling the Active Duty service of Missouri citizens who have been discharged from any military service, including reserve component soldiers who have been mobilized. Records include, but are not limited to, Certificates of Release or Discharge from Active Duty (DD-214) forms, muster rolls, and enrollment lists.

RETENTION: Years: 62 Months: 0 Days: 0

NOTES: DD-214 is scanned into iPerms before transferring to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22700

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Reemployment Denial of Military Personnel Case Files

CUTOFF: Close of case

DESCRIPTION: Correspondence pertaining to the complaint of a denial of reemployment to a Military member back into their job, or similar position, held prior to being ordered to active state duty by the governor. Records include, but are not limited to, complaints, evidence, interviews, and affidavits. Records created pursuant to 40.490 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20788

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Reorganization and Federal Recognition Files

CUTOFF: Date of creation

DESCRIPTION: Army and Air National Guard unit orders that either recreate or reorganize unit personnel and/or assets.

RETENTION: Years: 62 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20761

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: State Active Duty Records

CUTOFF: Termination of Unit/State Active Duty

DESCRIPTION: Records documenting the activation of Missouri National Guard (MONG) for periods of State Active Duty. Records include, but are not limited to, copies of Executive Orders, personnel rosters, morning reports, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20764

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018

TITLE: State Awards Program Files

CUTOFF: EOFFY in which award criteria changes

DESCRIPTION: Records related the State Awards Program for ribbons worn on military dress uniforms. Records include, but are not limited to, policy letters, revenue receipts, and payment documents pertaining to the State Awards Program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20768

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018

TITLE: State Education Assistance Program

CUTOFF: EOSFY in which tuition assistance last received

DESCRIPTION: Administrative documentation of the state-sponsored Missouri National Guard Member Educational Assistance Program. Records include, but are not limited to, correspondence and policy letters. Records created per 11 CSR 10-3.015.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20769

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: State Emergency Duty Records

CUTOFF: Termination of State Emergency Duty

DESCRIPTION: Records concerning the activation of Missouri National Guard (MONG) for periods of State Emergency Duty. Records include, but are not limited to, copies of Executive Orders, personnel rosters, and supporting correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20763

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Time and Attendance Files

CUTOFF: End of Federal Fiscal Year in which final payment or collection occurs

DESCRIPTION: Documentation used for payroll by the Missouri National Guard (MONG) with joint funds from federal and state government. Records include, but are not limited to, entries of time, requests for leave, requests for compensatory time, leave balance reports and evidence of employee and supervisory approval. Records maintained pursuant to National Guard Regulation (NGR) 5-1.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24544

SERIES STATUS: Approved

APPROVAL DATE:

6/8/2020

TITLE: Unit Orders - Orders issued by Headquarters

CUTOFF: EOFFY in which training was completed

DESCRIPTION: Records of unit orders that are issued by headquarters.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Maintained by the G3/Operations section at MONG Headquarters.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23401

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Adjutant General

Section:

Division: Records and Archives Office

Sub-Section:

TITLE: Unit Training Reports

CUTOFF: End of Federal Fiscal Year in which training was completed

DESCRIPTION: Record reflecting the drill status of a guard unit. Records include, but are not limited to, field training rosters, training attendance, and training reports.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Maintained by the G3/Operations section at MONG Headquarters.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23400

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018

TITLE: War Casualties File

CUTOFF: Termination of Unit/State Active Duty

DESCRIPTION: Roster of personnel who have died during the War of 1812, Mexican War, Indian Wars, Spanish-American War, Philippine War, Mexican Border Service, World War I, World War II, and any subsequent war. The Adjutant General maintains these records in perpetuity per 41.170 RSMo.

RETENTION: Years: 62 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 20762

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018