



Agency Records Disposition Schedule

Department: Department of Corrections

Section:

Division: Probation and Parole

Sub-Section:

TITLE: District and Regional Information Folders

CUTOFF: EOSFY

DESCRIPTION: Information folders received annually from district and regional offices. Records include, but are not limited to, closed probation files.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Regions covered three to five offices in the mid 1950s - 1970s.

DISPOSITION ACTION: Destroy

SERIES: 10440

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Executive Clemency Records

CUTOFF: EOSFY in which clemency decision executed

DESCRIPTION: Records documenting the executive clemency process for convicted criminals and the Governor's final decision. Records include, but are not limited to, applications for pardon, commutation of sentence or reprieve; investigative reports and recommendations provided by the agency to the Governor. Records created per 217.800 RSMo. and kept confidential per 549.500 RSMo.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 10446

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Probation and Parole Case Folders

CUTOFF: Date of discharge

DESCRIPTION: Records of persons committed to adult correctional institutions. Records include, but are not limited to, Probation Case Folders, Interstate Case Folders, and Pre-Sentence Investigations. Record confidentiality established per 549.500 RSMo.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10447

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Corrections

Section:

Division: Probation and Parole

Sub-Section:

TITLE: Restoration of Citizenship Files

CUTOFF: EOSFY in which restoration decision executed

DESCRIPTION: Each restoration file may include, but is not limited to an application, petitions, correspondence evaluating the applicant's character and health, and recommendations of the Parole Board and other pertinent agencies. Notice of the Governor's action is included in the form of a letter directed to the Secretary of State. Records kept per 28.040 RSMo.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 10444

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015