



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Division of Credit Unions

Sub-Section:

TITLE: Books and Records of Liquidated Credit Unions

CUTOFF:EOCY

DESCRIPTION: All financial records of Missouri state chartered credit unions that have been taken into repossession by the Division of Credit Unions

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22663

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Certificates of Reciprocity

CUTOFF:Activity period of institution

DESCRIPTION: Certificate issued when an out of state credit union qualifies to open a branch office in Missouri. Certificates are a requirement for the out of state credit union to operate a branch in Missouri.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22654

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Consumer Credit Investigation and Examination Records

CUTOFF:EOCY examination is completed

DESCRIPTION: Files containing credit union records used during an investigation or examination process as required by statute once every 18 months. Records could be used in legal proceeding.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22661

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Division of Credit Unions

Sub-Section:

TITLE: Credit Unions Master List

CUTOFF: WSO

DESCRIPTION: Mailing list, financial information, contact information, email and web addresses of Credit Unions operating in Missouri.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22653

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Denied or Withdrawn Charter Applications

CUTOFF: EOY

DESCRIPTION: Records for credit unions that have submitted applications to the Director of the Division of Credit Unions, but have withdrawn or been denied permission to operate a Missouri state chartered credit union

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22655

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Division Quarterly Report

CUTOFF: EOSFY issued

DESCRIPTION: Report on the total financial records of Missouri state chartered credit unions on a quarterly basis.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22658

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Division of Credit Unions

Sub-Section:

TITLE: Escheat Fund

CUTOFF: EOY in which dissolution or possession is complete

DESCRIPTION: Records of unclaimed deposits due to dissolution or possession of Missouri state chartered credit unions dissolved by the Division of Credit Unions. Fund is composed of all the deposits in that credit union, and the records document whose money has been seized.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22664

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: General Credit Union and Consumer Credit-Lender Correspondence

CUTOFF: EOY

DESCRIPTION: Correspondence pertaining to Missouri state chartered credit unions. Records are created through the course of regulatory activity and important as evidence to support other documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22652

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Information Copies of Examiner Reports of Audit

CUTOFF: EOSFY issued

DESCRIPTION: Examination reports of Missouri state chartered credit unions, originals.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22660

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Division of Credit Unions

Sub-Section:

TITLE: Issuing Office Publication Annual Report

CUTOFF:EOCY

DESCRIPTION: Report on the financial status of Missouri State Chartered Credit Unions.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22656

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Issuing Office Rules and Regulations.

CUTOFF:WSO

DESCRIPTION: Rules and regulations regarding the formation and operation of Missouri state chartered credit unions.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22657

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Liquidated and Merged Credit Unions

CUTOFF:EOCY liquidation or merger is completed

DESCRIPTION: Records for liquidated or merged credit unions, will include insurance certificates, correspondence, financial records, bylaw amendments and examination reports. Summary of documents that have merger/liquidation occurred in division central office. Charter is filed separately.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22662

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Division of Credit Unions

Sub-Section:

TITLE: Outside Audit Reports of State Chartered Credit Unions

CUTOFF: EOSFY issued

DESCRIPTION: Annual reports of Missouri state chartered credit unions from an outside accounting firm of the credit unions choice at least once every 18 months, originals.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22659

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
