



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Address Label File

CUTOFF: WSO

DESCRIPTION: This file contains the address information for maintaining Missouri schools, junior college bulletins and other mailing files

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21765

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Administrative Reviews

CUTOFF: EOSFY

DESCRIPTION: Reviews of school food services lunch programs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21797

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Annual Secretary of the Board Report

CUTOFF: EOSFY

DESCRIPTION: The annual secretary of the board report contains the income and expenditure data for the fiscal year for each school district.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21771

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Applications for Employment

CUTOFF: EOSFY

DESCRIPTION: Department form completed by an individual applying for a job opening; includes the individual's contact information and description of their work history and skills

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21762

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Area Office Correspondence

CUTOFF: EOSFY

DESCRIPTION: Consists of letters to and from the Regional Office of the U.S. Department of Agriculture concerning program regulations and policies, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21789

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Budget Documents

CUTOFF: EOSFY

DESCRIPTION: Reports, charts, tables and correspondence relating to the fiscal aspect, all copies--Original in Budget

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21751

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Commodities Control Ledger

CUTOFF: EOSFY

DESCRIPTION: Indicates commodities on order, date shipped, quantity shipped, quantity received, date unloaded, rail carrier used, car number, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21800

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Commodity Billing Statements

CUTOFF: EOSFY

DESCRIPTION: Administrative, Storage and Transportation charges from warehousing agents and delivery carriers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21802

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Commodity Distribution for Disaster Relief

CUTOFF: EOSFY

DESCRIPTION: Form relating to the use of government donated commodities in emergency situations in the state

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21793

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Congressional Correspondence

CUTOFF: EOSFY

DESCRIPTION: Correspondence to and from congressional members in Washington, D.C. relating to the Child Nutrition Programs

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21796

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: County Clerk File

CUTOFF: EOSFY

DESCRIPTION: This file contains the local financial support to the school districts

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21766

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: CSP AFL/MSL

CUTOFF: EOCY

DESCRIPTION: Annual backups of our CSP (cross system product) alfs and msls (the source and object code for the mainframe online programs)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21777

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Data on State Owned Equipment, Service Contracts, etc.

CUTOFF: EOSFY

DESCRIPTION: Record of equipment covered by service contracts

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21758

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Database Backups/Mainframe

CUTOFF: 30 days from Date of Back-Up (DOB)

DESCRIPTION: These are backups of our mainframe database tables taken daily and retained for thirty days

RETENTION: Years: 0 Months: 1 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21780

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Database Backups/RS6000

CUTOFF: 1 yr from Date of Back-Up (DOB)

DESCRIPTION: These are exports of our production database tables for the web systems taken daily and retained for one year

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21779

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Department Budget Information

CUTOFF: EOSFY

DESCRIPTION: Documents used or created for the Department budget request

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21752

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Department Purchase and Printing Requisitions

CUTOFF: EOSFY

DESCRIPTION: Documents used to request the purchase of goods or services, or printing of documents

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21760

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Distribution Lists

CUTOFF: EOSFY

DESCRIPTION: The distribution lists are made up in this office on each commodity shipped and lists the schools participating and the quantity each school is to receive. Current school year's lists and past school year's lists are on file

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21801

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Federal Audits

CUTOFF: EOFFY

DESCRIPTION: Audits performed by the General Accounting Offices (federal) of the administration of the child nutrition programs administered by the office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21791

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Federal General Correspondence

CUTOFF: EOSFY

DESCRIPTION: Consists of letters to and from the U.S. Department of Agriculture in Washington, D.C. concerning program regulations, policies, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21788

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Federal Grants

CUTOFF: EOFFY

DESCRIPTION: Contains information on Title I and Title II, in addition to other Federal programs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21763

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Finance--Budget and Foundation Program

CUTOFF: EOSFY

DESCRIPTION: Material on department budget and payment to schools

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21750

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Fiscal Notes on Legislative Bills

CUTOFF: EOSFY

DESCRIPTION: Fiscal note requests and responses; estimates of the effect a bill will have on State and local revenue

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21753

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: GED System

CUTOFF: EOSFY

DESCRIPTION: Contains information about individuals testing and receiving their GED certificates

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21774

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: ICCF Backups

CUTOFF:EOCY

DESCRIPTION: These are annual backups of the mainframe application development libraries

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21776

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Indirect Cost Plan

CUTOFF:EOFFY

DESCRIPTION: Papers concerning Federal programs where Federal money is spent

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21759

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Job Description

CUTOFF:WSO

DESCRIPTION: (Continually revised) Description of tasks and duties that each department position performs (Electronic Format)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21761

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Legislative Committee Budget Formulation Papers

CUTOFF: EOSFY

DESCRIPTION: Consists of budget recommendations for the Child Nutrition Programs by the President, USDA, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21798

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Magazine and Subscription

CUTOFF: EOSFY

DESCRIPTION: Records of publications subscribed to

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21757

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: New Media Releases

CUTOFF: EOSFY

DESCRIPTION: News releases clipped from various newspapers that relate to the Child Nutrition Programs

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21794

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Payment Files

CUTOFF: End of Federal Fiscal Year

DESCRIPTION: These are the online payments made to school districts during the year.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21778

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Private School Audits

CUTOFF: EOSFY

DESCRIPTION: Consists of copies of audits covering two years each performed in the private schools participating in the Child Nutrition Programs. The audits are conducted by certified public accountants. The audits cover reimbursement paid to the school, verificatio

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21792

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Procurement and Purchase Document files

CUTOFF: EOSFY

DESCRIPTION: Consisting of local purchase orders, encumbrance requests, contract releases and purchase order requisitions and department purchase requisitions-keep one year in area

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21756

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Profile System

CUTOFF: EOSFY

DESCRIPTION: A composite of salary, funding, enrollment and tax levy information pertaining to a district

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21781

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Project Planning Information

CUTOFF: EOSFY

DESCRIPTION: Description of program and three year funding level (Strategic Plan)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21755

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: School Directory File

CUTOFF: EOSFY

DESCRIPTION: This file contains administrative personnel and enrollment data by school and for each district in the state (updated each year)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21767

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: School District Audit Reports

CUTOFF: EOSFY

DESCRIPTION: Reports of required audit examination by district

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21787

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: School District Data and County Reports

CUTOFF: EOFFY

DESCRIPTION: Files include: State Data and County Reports; Application for State School Money and Correspondence; Annual Secretary of the Board Report and Correspondence for Payment Year; September Membership Count; Annual Report of the County Clerk to the State Board of Education; First live payment and June Payment sheets and Formula Calculation sheets; Free and Reduced Lunch report; Indirect Cost Calculation; Annual Secretary of the Board report; Proposition C Compliance Letter; district tax data; payment corrections; Transportation Formula Calculations and Payment data; Desegregation Transportation Program; final June Core Data First Live payment core data; Text Book Payment Core data; certification statements and return receipts.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Retain in-house two years. Records microfilmed paper destroyed. Transfer one copy to the Missouri State Archives. Film retained on a permanent basis in order to maintain accurate historical and financial documentation of Missouri school districts.

DISPOSITION ACTION: Permanent

SERIES: 23025

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: School Lunch, Food Distribution, Special Milk, and Breakfast Claim Application Agreements

CUTOFF: EOFFY

DESCRIPTION: USDA required contract between LEA and State agency containing federal regulations for participation in the Child Nutrition Programs

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21799

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: School Operation Complaints

CUTOFF: EOSFY

DESCRIPTION: Consists of correspondence relating to complaints received from parents, patrons of school districts, organizations, etc., concerning the operation of the Child Nutrition Programs at the local level

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21795

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: SFS-Office Record File

CUTOFF: EOSFY

DESCRIPTION: This file maintains the agreement data and the monthly claims and payment data for all districts participating in the school lunch or school milk programs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21772

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Special Education System

CUTOFF: EOSFY

DESCRIPTION: Used to make payments to school districts for special education programs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21775

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: State Aid Payment File

CUTOFF: EOSFY

DESCRIPTION: This file contains the detailed information for each payment made to the school districts under the school foundation program

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21769

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: State Data and County Reports

CUTOFF: EOSFY

DESCRIPTION: Application for state school money and correspondence; annual secretary of the board report and correspondence for payment year

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21783

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Statistical Information Supplied on Public Schools

CUTOFF: EOSFY

DESCRIPTION: Statistical information supplied on public schools

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21754

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Substitute Teachers File

CUTOFF: EOSFY

DESCRIPTION: This file contains a record of all substitute teachers in the state

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21770

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Teacher Certification System

CUTOFF: EOSFY

DESCRIPTION: Contains educational background, areas of certification and revocation information about educators who are certified or have applied to be certificated to teach in Missouri public schools

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21773

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Teacher Data

CUTOFF: EOSFY

DESCRIPTION: This file contains indicative and assessment information on all active teachers in Missouri (updated every year)

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21764

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: USDA Regulations

CUTOFF: EOSFY

DESCRIPTION: USDA regulations and explanations of the regulations pertaining to the child nutrition programs administered by the office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21790

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Education Data System (VEDS)

CUTOFF: EOSFY

DESCRIPTION: This system tracks enrollment numbers for the states vocational education programs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21782

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Financial and Administrative Services

Sub-Section:

TITLE: Vocational Rehabilitation Data

CUTOFF: EOSFY

DESCRIPTION: Information pertaining to clients receiving vocational rehabilitation services and payments to doctors and hospitals pertaining to these services

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21768

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988
