



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: A+ Schools

CUTOFF: EOSFY

DESCRIPTION: Grant applications for public school districts qualifying for A+ funds, including budgets and payment information, and correspondence to schools about A+ funding.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21820

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: A+ Schools Community Colleges and Career Technical Schools

CUTOFF: EOSFY

DESCRIPTION: Budgets and payment information to higher education institutions to cover student expenses reimbursable to the colleges, and correspondence regarding A+ funding. These records include confidential student information and will need to be destroyed. (Paper

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21821

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: A+ Student Information

CUTOFF: EOSFY

DESCRIPTION: Confidential information for students qualifying for the A+ program, used to determine eligibility and payments due for classes completed by the students. (Paper and Electronic Formats)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21822

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Administrative Budget and Fiscal Files

CUTOFF: EOSFY

DESCRIPTION: Contains budget, budget requests, warrant requests, financial report of workshops, purchase requisitions, etc. (Paper and Electronic Formats)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21823

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: AIDS Education

CUTOFF: EOFFY

DESCRIPTION: Copies of State Plans, Grant Applications to CDC to receive Federal funds, information on School Health Profile Surveys from public school districts, correspondence and guidelines for AIDS Education

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21813

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Annual Report File

CUTOFF: EOSFY

DESCRIPTION: Original copies of table and narrative, plus contractual materials used in publishing Annual Report

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21840

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Approved Application and Final Report, Public Law 874

CUTOFF: EOFFY

DESCRIPTION: Submitted by school districts in federally impacted areas for financial assistance for current expenditures

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21830

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Approved Applications and Supporting Data, Public Law 815

CUTOFF: EOFFY

DESCRIPTION: Submitted by school districts in federally impacted areas for financial assistance for school building construction

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21831

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Catalog and Publication File

CUTOFF: EOSFY

DESCRIPTION: Catalogs of school materials and supplies listed by source

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21808

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Charter Schools Applications

CUTOFF: EOSFY

DESCRIPTION: Documents relating to opening and continuation of operations of Charter Schools.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21825

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Child Care Development Fund Grant

CUTOFF: EOSFY

DESCRIPTION: Applications, final reports, and district/department correspondence relating to the CCDFG. Interoffice memos (IOC) managements, financial and policy. (Paper and Electronic Formats) *Microfilmed after 7 years.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21816

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Committee Files - Crime and Violence Committee and Equal Education Opportunity Committees

CUTOFF: EOSFY

DESCRIPTION: Listing of committee members, copies of expense reports, agendas, and correspondence regarding committee meetings and miscellaneous information regarding committes.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21826

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Current Copies of Directories, Annual Reports and Statistical Data from Other States

CUTOFF: EOSFY

DESCRIPTION: Materials used as reference materials in publishing informational reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21845

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Current Copies of Statistical Reports from Federal Agencies

CUTOFF: EOSFY

DESCRIPTION: Data and reports used as reference materials for comparison of state data to national data

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21846

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Curriculum Resource File

CUTOFF: EOSFY

DESCRIPTION: Materials related directly to elementary and secondary education by subject field (Paper and Electronic Formats)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21807

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Desegregation Case Files

CUTOFF: DWSO

DESCRIPTION: Includes court orders, filings, correspondence, budget information, reports to court committees, information and other documents related to previously mentioned items and dispositions. (Paper, Electronic and Microfilm Formats)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21824

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Early Childhood Development Projects

CUTOFF: EOSFY

DESCRIPTION: Applications, final reports, and district/department correspondence relating to the Early Childhood Development Act. Interoffice memos (IOC) managements, financial and policy. (Paper and Electronic Formats)
*Microfilmed after 7 years.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21814

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Federal Agency Bulletins Regulations Memorandums

CUTOFF: EOFFY

DESCRIPTION: Contains bulletins which interpret changes in federal laws concerning education

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21834

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Federal Reports

CUTOFF: EOSFY

DESCRIPTION: Copies of reports completed for National Center for Education Statistics (NCES)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21842

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Federally Funded Projects

CUTOFF: EOSFY

DESCRIPTION: Project records of school districts receiving flow-through money from the office of gifted and talented. (Paper and Electronic Formats)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21828

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Forms Management Files and Inventory of Current Forms and Card File

CUTOFF: EOSFY

DESCRIPTION: All approved forms used by Department including copies of the forms used for data collection and reports asking for information from public schools

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21847

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: General Information Request File

CUTOFF: EOSFY

DESCRIPTION: Requests for curriculum guides and other State Department of Education publications filed with dispositions.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21810

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: General School District File

CUTOFF: EOSFY

DESCRIPTION: Correspondence and data related to surveys and/or other services which have been or will be provided to the district by State Department of Education (Paper and Electronic Formats)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21809

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Grant Applications

CUTOFF: EOFFY

DESCRIPTION: Federal grant applications that are submitted by school districts including to receive Federal funds. To include: Comprehensive School Reform, Bilingual, Immigrant, Refugee Children, Goals 2000, Language Assistance, Homeless, Even Start Grants. (Paper

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21817

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Issuing Office Publications

CUTOFF: EOSFY

DESCRIPTION: Old catalogs and summary reports on the assessments, including the Assessment Standards and publications on the Assessments.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21804

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Library of Annual Reports

CUTOFF: EOSFY

DESCRIPTION: Copies of Missouri Annual Reports beginning 1868

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21843

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Library of School Directories

CUTOFF: EOSFY

DESCRIPTION: Copies of Missouri School Directories beginning 1913-14

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21844

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Missouri Fee Payment Program

CUTOFF: EOSFY

DESCRIPTION: Project records of school districts with approved application for Dual Credit, Advanced Placement and International Baccalaureate. *OMB Circular A133 Audit Compliance (Paper and Electronic Formats)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21829

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Missouri Preschool Projects

CUTOFF: EOSFY

DESCRIPTION: Applications, final reports, and district/department correspondence relating to the Missouri Preschool Project. Interoffice memos (IOC) managements, financial and policy. (Paper and Electronic Formats)
*Microfilmed after 7 years.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21815

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Missouri School Improvement Program (MSIP)

CUTOFF: DWSO

DESCRIPTION: Files to include MSIP Final Report, MSIP State Board Summary, Department School Improvement Committee Evaluation (6 years on site then MFD)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21838

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Missouri School Issues

CUTOFF: EOSFY

DESCRIPTION: Publications dealing with general information on schools

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21835

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Profiles for School Districts

CUTOFF: EOSFY

DESCRIPTION: Summary reports and financial data for public schools used in accreditation process (Microfilmed)

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21848

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Remedial Reading Teachers / HB 474

CUTOFF: EOSFY

DESCRIPTION: Correspondence and payments to school districts for remedial reading teachers under HB 474

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21811

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Remedial Reading under HB 474

CUTOFF: EOSFY

DESCRIPTION: Records of reimbursement of payments to public school districts for qualified remedial reading teachers, correspondence about the qualifications of teachers and information relating to payments. (Paper and Electronic Formats)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21812

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: School Directory File

CUTOFF: EOSFY

DESCRIPTION: Contracts and correspondence used to publish directory

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21841

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: School Files

CUTOFF: DWSO

DESCRIPTION: Contains closed school authorization, summer school survey and statistical information material (Records Microfilmed and Destroyed)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21836

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Special Projects and Research Programs

CUTOFF: EOSFY

DESCRIPTION: Materials used to develop and research assessments; includes records regarding NAEP, ACT, and SAT Assessments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21803

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: State Assisted Program for Gifted Students

CUTOFF: EOSFY

DESCRIPTION: Project records of school districts approved under the State Assisted Gifted Program and receiving state aid for their gifted programs (Electronic Format)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21827

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: State Plans, Regulations and Guidelines, Annual Report for Federal ESEA Funds

CUTOFF: EOSFY

DESCRIPTION: Includes application processes and information to apply for grants, and correspondence to schools regarding Title I, Title II, Title III, Title IV, Title V, Title VI, and Migrant Education. (Paper and Electronic Formats)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21818

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: State Teacher Examinations

CUTOFF: EOSFY

DESCRIPTION: Records of exams given at the County for Teachers who were teaching before teaching certificates were issued, to verify their teaching skills, in compliance with Section 168.021, RSMo

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21837

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Statements of Compliance Title VI, Civil Rights Act of 1964

CUTOFF: WSO

DESCRIPTION: Submitted by school districts in compliance with federal law

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21832

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Statewide Testing Files and Test Applications

CUTOFF: EOSFY

DESCRIPTION: Information on CLEAR ACCESS and Crystal Reports, including public school district data and individual student data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21806

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Quality Schools

Division: Learning Services

Sub-Section:

TITLE: Supplement Statistical Data for School Districts and Counties

CUTOFF: EOSFY

DESCRIPTION: A bound volume of background material for Annual Report

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21839

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Survey Section 402 of Civil Rights act of 1964

CUTOFF: WSO

DESCRIPTION: Reports submitted by certain school districts as required.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21833

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Test Reference Materials - Test Booklets

CUTOFF: EOSFY

DESCRIPTION: Copies of test booklets and assessments in all subject areas; correspondence and reference materials from CTB-McGraw Hill Test Contractor.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21805

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001