



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Business and Community Project Files

CUTOFF: Close of project

DESCRIPTION: Includes project notes, project proposals, and general information (correspondence, memos, faxes, client impact statements) related to business project for either a business retention, expansion or new location project. This includes both domestic and international projects.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22303

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Business Incentives Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs that provide financial incentives to businesses that create or retain jobs in Missouri. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; proof of payment; public notices; quarterly, annual, and final reports; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22307

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Community Development Block Grant (CDBG) - Administrative Records

CUTOFF: Close of project

DESCRIPTION: CDBG is a federal program that provides financial assistance to local governments for public improvements. Qualifying districts and nonprofit organizations may also receive CDBG funding through their local government. The state CDBG program is available to non-entitlement cities and counties in Missouri. Records related to the administration of the CDBG program include, but are not limited to, general correspondence and memorandums (management, financial and policy matters); records management file; rules and regulations; attorney general's office opinions; auditor reports, project grant awards, financial records, applications, guidelines, and reports.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22309

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Community Improvement Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs that assist in improving community projects. Records include, but are not limited to: program guidelines; applications; agreements; public notices; Community Improvement District (CID) reports; compliance reviews; and audit documents.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22308

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Contribution Tax Credit Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs in which taxpayers receive a tax credit as an incentive for contributing to community or economic development programs or projects. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; quarterly, annual, and final reports; invoices; proof of payment; tax credit certificates; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22305

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Investment Tax Credit Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs in which a taxpayer makes an investment into the program and receives a tax credit as an incentive for the investment. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; quarterly, annual, and final reports; photographs; maps; invoices; proof of payment; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22304

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Tax Increment Financing (TIF) Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs in which a portion of the taxes generated by new economic developments is captured and used to pay for project costs over a period of time and for development or redevelopment in a designated area. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; case studies; public notices; quarterly, annual, and final reports; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22306

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019