



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Accession and Deaccession Registers

CUTOFF: Deaccession of Item

DESCRIPTION: Records documenting the receipt, transfer, or disposal of items in an agency's museum, library, or archives. Records are used to track ownership of the items. Records include, but are not limited to, deeds of gift, accession or deaccession logs, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24534

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Administrative Rules and Regulations - Working Papers

CUTOFF: Effective Date of Rulemaking

DESCRIPTION: Agency documentation used to create rules and regulations. Records include, but are not limited to: drafts or proposed changes to an agency's administrative rules or regulations; notice and comment procedures; impact statements; briefs; notices of contest; and any other supporting documentation. Records created pursuant to 536 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21515

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Agency Organizational Charts

CUTOFF: When Superseded or Outdated

DESCRIPTION: Charts reflecting the organizational structure of an agency. Records include, but are not limited to, diagrams showing systematic and symbolic program areas by name and function and any supporting documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21529

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Audiovisual Productions

CUTOFF: End of Calendar Year in Which Production is Completed

DESCRIPTION: Moving image and sound productions produced by an agency. Productions are defined as polished or published media, not the uncut raw footage. Records include, but are not limited to, instructional materials, public service announcements, advertisements, radio programs, television programs, and social media videos. Audiovisual productions that are produced as a part of other record series should also be retained as required for other applicable records in that series.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Before destroying any media or footage, agencies should contact the Missouri State Archives for consultation, questions, and review.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21518

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Board Member Files

CUTOFF: End of service

DESCRIPTION: General information about agency elected board members. Records include, but are not limited to, applications, resumes, performance documentation, and biographies.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Gubernatorial and non-gubernatorial appointment letters are filed with the Secretary of State's office per 28.040 RSMo (series #1048 and #24043).

DISPOSITION ACTION: Destroy

SERIES: 24577

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Code of State Regulations Incorporated by Reference Materials

CUTOFF: When Superseded or Outdated

DESCRIPTION: Copies of the rules, standards, or guidelines of other state, federal, national, or state-recognized organizations that a Missouri agency references in its Code of State Regulations (CSR). Records include, but are not limited to, federal, industry, or state publications.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: A Missouri agency is required to keep copies of the source material included in a Code of State Regulation Incorporated by Reference so that it is available to the public for inspection and copying per 536.031.5 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24531

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Emergency Preparedness and Continuation of Operations Plans

CUTOFF: When Superseded or Outdated

DESCRIPTION: Documentation of an agency's plans for the protection and reestablishment of agency services and equipment in case of disaster. Records include, but are not limited to: backups of essential records, critical data, and programs; prevention objectives; evacuation plans; emergency procedures; checklists; waivers; and emergency phone numbers and addresses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21537

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: General Correspondence - Agency Personnel

CUTOFF: End of Calendar Year

DESCRIPTION: Records created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Records include, but are not limited to: interoffice, interdepartmental, or external communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded within the agency); documents relating to the creation or editing of forms; work assignments (including duty roster files) for agency staff; correspondence tracking records; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21531

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: General Correspondence - Elected Officials and Department Directors

CUTOFF: Completion of Term or Tenure

DESCRIPTION: Records created or received pursuant to law or in connection with the transaction of official business. Records include, but are not limited to: interoffice, interdepartmental, and external communications; correspondence tracking records; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21530

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: General Correspondence - Transitory

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records needed only for a short time and not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision making. Records include, but are not limited to: circulated internal information; duplicates; mailing lists; drafts; task lists and working files not assigned to other series.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21532

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Grievance Files

CUTOFF: Resolution of Grievance

DESCRIPTION: Records documenting grievances filed against state agencies or programs. Records include, but are not limited to: documentation of the grievance, grievance response, or investigation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Grievance records involving specific employees are maintained under series 21568.

DISPOSITION ACTION: Destroy

SERIES: 21585

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Identification Badge Information

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records related to the issuance of an identification or security badge. Records include, but are not limited to, information sheets and any supporting documentation.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Agency copy. Official copy kept with the Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23406

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Intermittent Updates

CUTOFF: End of State Fiscal Year

DESCRIPTION: Internal or external information submitted by agency staff, intermittently or at a defined time, such as daily, weekly, monthly, or quarterly. Records include, but are not limited to, goals, financial information, employee information, statistical information, and related documentation. This information may be used to create official reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: See series #21516 for Official Reports.

DISPOSITION ACTION: Destroy

SERIES: 23147

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Internal or External Audits - Reports

CUTOFF: End of State Fiscal Year in Which Audit Completed

DESCRIPTION: Records of audit reports and related documentation generated through internal or external audits regarding the performance or management of a program, department, or agency. Records include, but are not limited to, prospective analysis, guidance, reports, and judgements.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21542

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Internal or External Audits - Work Papers

CUTOFF: End of State Fiscal Year in Which Audit Completed

DESCRIPTION: Supporting documentation of investigations or reviews prepared or conducted by internal or external auditors regarding the performance or management of a program, department, or agency. Records include, but are not limited to, assessments, performance reviews, audit planning and strategies, evidence collected, analyses, and statements surveys.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21543

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Legislative Tracking Files

CUTOFF: End of Calendar Year in Which Legislative Initiative is Completed or Abandoned

DESCRIPTION: Records documenting the development and monitoring of legislation, which may have an impact on an agency's programs or policies. Records include, but are not limited to: fiscal or organizational impact analysis papers; copies of proposals, bills, and bill logs; testimony summaries; legal research and attorney notes; drafts of legislation; committee reports; agendas; and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21528

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Meeting Minutes and Packets - Agency Staff/Committee Minutes

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records relating to the establishment, organization, membership, business, and policy of internal committees or staff meetings. Records include, but are not limited to, agendas, minutes, recordings, exhibits, meeting announcements, lists of attendees, and supporting documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21527

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Meeting Minutes and Packets - Official State Committees, Commissions, Boards, and Councils

CUTOFF: End of Calendar Year in Which Minutes Approved

DESCRIPTION: Records related to the establishment, organization, membership, business, and policy of administrative committees, commissions, boards, or councils. Records include, but are not limited to, agendas, minutes, verbatim recordings from which no transcription is made, exhibits, meeting announcements, lists of attendees, and supporting documentation.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21525

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Meeting Minutes and Packets - Verbatim Recordings

CUTOFF: Approval of Minutes

DESCRIPTION: Records of a meeting used for reference, verification, or for note-taking purposes. Records include, but are not limited to, preparation of minutes and audiovisual recordings of a meeting.

RETENTION: Years: 0 Months: 1 Days: 0

NOTES: Minutes can be in stenographic, audio, video, handwritten, or digital format.

DISPOSITION ACTION: Destroy

SERIES: 21526

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Official Reports

CUTOFF: End of Calendar Year in Which Report Completed

DESCRIPTION: Published or mandated reports generated or created by a state agency describing the agency's operations, progress, future plans, or formal written accounts of investigations conducted by an agency or organization delegated to make an inquiry. Reports may also include a description of the previous year's activities, mission statements, goals, revenue, expenditures or savings, employee information, or any other statistical information relevant to the organizations or programs.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Additional copies should be sent to agencies described in 181.100 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21516

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Photographs

CUTOFF: Completion of Project or Event

DESCRIPTION: Records in this category include images made in the course of state business regardless of format. Records include, but are not limited to, prints, negatives, slides, glass plates, and digital images including those posted to social media. Photographic records that are produced as a part of other record series also should be retained with those series.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Before destroying any photographic records, agencies should contact the Missouri State Archives for consultation, questions, and review.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21520

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Policy and Procedure - Working Papers

CUTOFF: Date in Which Final Version Published

DESCRIPTION: Records used to create objectives, guidelines, or instructions through the development and review of an agency's policies, procedures, programs, and activities. Records include, but are not limited to, policy and procedure drafts, documents, presentations, memoranda, correspondence, research notes, and all other related documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21513

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Policy and Procedure Records

CUTOFF: When Superseded or Outdated

DESCRIPTION: Guidelines, instructions, policies, and program procedures used to achieve objectives. Records include, but are not limited to: strategic and management plans; mission and goal statements; program development; agency standards; final policy statements and directives; guidelines; authorizing bulletins and advisories; manuals documenting departmental procedure; handbooks; forms; lists of code and desk manuals; and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21512

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Press Releases

CUTOFF: End of Calendar Year in Which Released to Media

DESCRIPTION: Records of official statements for the purpose of providing information or making an announcement to the public. Records include, but are not limited to, any information produced by an agency, such as web-based mediums, podcasts, newspapers, TV or radio broadcasts, and magazines.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21519

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Program Records

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences, workshops, courses, webinars, or seminars. Records include, but are not limited to, planning and arrangement documents, program brochures and announcements, registration and attendance lists, tours, training materials, syllabi, handouts, lesson plans, attendance logs, evaluations, notes, registration forms, proceedings, summary evaluations, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See series 21512 and 21521 for speeches.

DISPOSITION ACTION: Destroy

SERIES: 21541

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Public Information Requests and Documentation

CUTOFF: End of Calendar Year in Which Final Response Provided

DESCRIPTION: Requests made by the public for records covered under the Missouri Sunshine Law. Records include, but are not limited to: requests for records of a public entity of meetings, votes, deliberations, and other official actions available for public inspection and documentation of the response from the requesting agency.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21524

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Public Meeting Notice

CUTOFF: End of State Fiscal Year

DESCRIPTION: Notices of governmental body meetings where public policy is formulated, discussed, or decided, including the time, date, place, and agenda of each meeting, conducted either in person or remotely as described under 610.020 RSMo.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21523

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Publication Working Files

CUTOFF: Completion of Project

DESCRIPTION: Records of working documents for publications such as brochures, pamphlets, posters, and books that are produced for distribution inside or outside an agency. Records include, but are not limited to, workbooks, galley proofs, final manuscripts, final page proofs, layouts, and submissions.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24075

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Publications

CUTOFF: End of Calendar Year in Which Published

DESCRIPTION: Documents printed, posted, uploaded, or produced for distribution inside or outside an agency. Records include, but are not limited to, brochures, pamphlets, posters, books, handbooks, and maps. Maps that are produced as a part of other record series should also be retained as required for other applicable records in that series.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Upon publication, additional copies should be sent to the Missouri State Library per 181.110 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21517

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Speeches - Elected Officials and Executive Level

CUTOFF: Completion of Term or Tenure

DESCRIPTION: Final versions of speeches given by elected officials, agency directors, deputy directors, or division directors, concerning official business, orders, or policy. Records include, but are not limited to, recordings of the speech in any form, audio-visual content, talking points, briefing materials accompanying the speech, and other supporting or relevant documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21521

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Speeches - Non-Executive Level

CUTOFF: Date of Speech

DESCRIPTION: Final versions of speeches given by employees below the agency director, deputy director, or division director-level, concerning program procedures, work activities, or related topics. Records include, but are not limited to, recordings of the speech in any form, audio-visual content, talking points, briefing materials accompanying the speech, and other supporting or relevant documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21522

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Surveillance Camera Footage

CUTOFF: When Superseded or Outdated

DESCRIPTION: Documentation of footage taken by an agency for security purposes. Records include, but are not limited to, recordings of parking lots, parking garages, government buildings, and any other public building or area owned or operated by the State of Missouri.

RETENTION: Years: 0 Months: 1 Days: 0

NOTES: Managers should extract significant information involving criminal or other liability issues prior to deleting video or reusing tape. Extracted videos must be maintained until administrative or judicial proceedings are complete.

DISPOSITION ACTION: Destroy

SERIES: 24583

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Surveys

CUTOFF: End of Calendar Year

DESCRIPTION: Documents evaluating satisfaction with state programs or services. Records are used to assess the quality and effectiveness of services provided by state agencies. Records include, but are not limited to, survey responses, aggregate survey data, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24533

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Visitors Logs

CUTOFF: When Superseded or Outdated

DESCRIPTION: Registration of non-agency personnel and visitors for entry into an agency's buildings or office areas. Records include, but are not limited to, names, dates, and contact information.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21539

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Voter Registration Declination Forms and Supporting Documentation

CUTOFF: End of Calendar Year

DESCRIPTION: Records that document an agency has offered voter registration services to their constituents, including those who have declined to register. Records include, but are not limited to, notices of voter registration rights, declination forms, and supporting documentation. Records created pursuant to 52 USC 20506(a).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23149

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023