



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Budget Files

CUTOFF: EOSFY

DESCRIPTION: Financial status reports, financial/operating documentation, quarterly allotments, encumbrance requests, and allocations used in administration of an agency's budget.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21547

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Budget Formulation Papers

CUTOFF: EOSFY

DESCRIPTION: Includes budget research, assorted reports and worksheets associated with budget planning and estimated cost for a fiscal year of operations, personnel services, repair, and replacement.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21548

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Cash Receipts

CUTOFF: EOSFY

DESCRIPTION: Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23403

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Check Registers

CUTOFF: EOSFY

DESCRIPTION: Records in a state financial accounting system, whether electronic or paper, that document account activity.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21557

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Current Earnings Report

CUTOFF: EOSFY

DESCRIPTION: Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee organized by administrative unit.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Originals maintained by Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 21550

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Employee Vendor Information

CUTOFF: Separation of Employment

DESCRIPTION: Records include, but are not limited to credit card applications, creation of vendor forms and other related material used to set up all necessary state employees as vendors for the State of Missouri.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23806

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Employment Tax Records

CUTOFF: EOFFY

DESCRIPTION: Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21552

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Expense Accounts

CUTOFF: EOSFY

DESCRIPTION: Records documenting funds allocated to individuals or programs for travel or other expenses incurred in the course of business. Not records of actual expenses or records that document actual payments.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21556

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Fiscal Notes

CUTOFF: EOSFY

DESCRIPTION: Official statement prepared by agency concerning impact of proposed legislation. Prepared pursuant to 23.140 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Original with Committee on Legislative Research.

DISPOSITION ACTION: Destroy

SERIES: 21545

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Fiscal Notes - Working Papers

CUTOFF: EOSFY

DESCRIPTION: Supporting documents of statement of fiscal impact prepared by agency on proposed legislation pursuant to RSMo 23.140.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21546

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Grant Files - Grantor Agency

CUTOFF: EOSFY in which grant closes

DESCRIPTION: Records related to grants awarded by an agency. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. Project completion has not occurred until all reporting requirements are satisfied and final payments have been made.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21560

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Grant Files - Recipient

CUTOFF: EOSFY in which grant closes

DESCRIPTION: Records related to the expenditure of funds received under a grant. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21559

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Grant Files Not Awarded - Applicant

CUTOFF: End of state fiscal year in which grant not awarded

DESCRIPTION: Records include, but are not limited to all drafts of grant proposals, final grant proposals and responses from grantor agency.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23998

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Grant Files Not Awarded - Grantor Agency

CUTOFF: End of state fiscal year in which grant not awarded

DESCRIPTION: Records include, but are not limited to grant application documents submitted to grantor agency, responses to applicant and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23999

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Internal Supply Requests

CUTOFF: EOSFY

DESCRIPTION: Original requests received from within an agency for basic office supply items. Records are used to track the office supply cost and usage of sections within an agency.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23980

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Payment Support Documentation

CUTOFF: EOSFY

DESCRIPTION: Original billing invoices, receipts, approval documentation, and any other documentation that supports a purchase.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21558

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll

CUTOFF: EOSFY

DESCRIPTION: Hours to gross wage reports, time and attendance, activity reports, payroll accounting adjustments, and related documents.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21549

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Payroll Requisition

CUTOFF: EOSFY

DESCRIPTION: Form requesting general revenue funds for meeting payroll obligations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21551

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Revenue Transmittals - Agency Copies

CUTOFF: EOSFY

DESCRIPTION: Forms sent to the Department of Revenue listing amounts received and to be deposited with the State Treasurer.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21553

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: State Auditor Audit Reports

CUTOFF: Completion of audit

DESCRIPTION: Final reports prepared by the State Auditor. The report details and examines an agency's operations and performance.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Original is maintained in the Missouri State Auditor's Office.

DISPOSITION ACTION: Destroy

SERIES: 21544

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: State Payment Requisition

CUTOFF: EOSFY

DESCRIPTION: Document recording vendor, purchase orders, encumbrance amount to be liquidated, payment made, check date, and vendor number.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21555

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: State Printing Requests

CUTOFF: WSO

DESCRIPTION: Agency copy of filled-in order forms for state printing requisitions that include type of paper, color, folding, stapling and other pertinent information related to an agency's print request(s). Forms are retained to ensure consistency and efficiency.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23981

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Warrant Request or Requisition

CUTOFF: EOSFY

DESCRIPTION: Forms used to request payment from general revenue by state agencies to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21554

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007