



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Applicant Grant Files - Not Awarded

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

DESCRIPTION: Grant proposal documents submitted by an applicant. Records include, but are not limited to, all drafts of proposal, final grant proposals, and responses from an awarding agency.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: For records of grants awarded, see 21559.

DISPOSITION ACTION: Destroy

SERIES: 23998

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Awarding Agency Grant Files - Not Awarded

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

DESCRIPTION: Documents of grants not awarded submitted to the awarding agency. Records include, but are not limited to, grant application documents submitted to the awarding agency, responses to applicant, and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For records of grants awarded, see 21560.

DISPOSITION ACTION: Destroy

SERIES: 23999

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Budget Files

CUTOFF: End of State Fiscal year

DESCRIPTION: Budget plans for a given fiscal year. Records include, but are not limited to, status reports, budget formulation papers, financial operating documentation, quarterly allotments, encumbrance requests, and allocations used in the administration of an agency's budget.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21547

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



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Section:

Division: Fiscal

Sub-Section:

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

TITLE: Employment Tax Records

CUTOFF: End of Federal Fiscal Year

DESCRIPTION: Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes. Records maintained according to 26 U.S.C. 6531.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21552

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Financial Account Registers

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records documenting financial account activity. Records are used to track the allocation of funds to service agency needs and obligations, as well as funds paid to the agency.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21557

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



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Section:

Division: Fiscal

Sub-Section:

TITLE: Fiscal Notes - Working Papers		CUTOFF: End of Term in Which Fiscal Note is Created	
DESCRIPTION: Working papers related to statements of fiscal impact, prepared by agencies on proposed legislation pursuant to 23.140 RSMo.		RETENTION: Years: 1 Months: 0 Days: 0	
NOTES: For official record of fiscal notes, see series 8278.		DISPOSITION ACTION: Destroy	
SERIES: 21546	SERIES STATUS: Approved	APPROVAL DATE:	6/28/2023
TITLE: Grant Files - Awarding Agency		CUTOFF: EOSFY in which grant closes	
DESCRIPTION: Records related to grants awarded. 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: For records of grants not awarded, see 23999.		DISPOSITION ACTION: Destroy	
SERIES: 21560	SERIES STATUS: Approved	APPROVAL DATE:	1/6/2021
TITLE: Grant Files - Receiving Agency		CUTOFF: EOSFY in which grant closes	
DESCRIPTION: Records related to the expenditure of grant funds received. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES: For records of grants not awarded, see 23998.		DISPOSITION ACTION: Destroy	
SERIES: 21559	SERIES STATUS: Approved	APPROVAL DATE:	1/6/2021



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Division: Fiscal

Sub-Section:

TITLE: Internal Financial Requests

CUTOFF: End of State Fiscal Year

DESCRIPTION: Requests received from within an agency for resources to aid in the carrying out of its duties. Records include, but are not limited to, requests for office supplies, payroll requisitions, travel expenses, and reimbursement requests.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23980

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Payment Support Documentation

CUTOFF: End of State Fiscal Year in Which Final
Payment is Made or Received

DESCRIPTION: Documentation of a payment made or received by an agency that may be used for audit or budget purposes. Records include, but are not limited to, vendor information, purchase orders, original billing invoices, receipts, warrant or payment requisitions, and related documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21558

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Payroll Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records used for the payment of employees, including wages earned and withheld for a given pay period. Records include, but are not limited to, hours to gross wage summaries, payroll adjustments, pay stubs, and other related documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21549

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023
