



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

**TITLE:** Agency Administrative Hearing Records

**CUTOFF:** Resolution or Dismissal

**DESCRIPTION:** Records of the filing, hearing, and final decision of an agency's administrative hearing case. Records include, but are not limited to, petitions, physical evidence, witness testimony, settlement agreements, hearing recordings, and motions for appeal. Records maintained and protected per Missouri Supreme Court Rule 4-1.22 and 621.075(3) RSMo.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:** For hearings successfully appealed to the courts, please see series 21589 or 24546.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21595

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Agency Counsel Legal Opinions

**CUTOFF:** End of State Fiscal Year in Which Opinion is Rendered

**DESCRIPTION:** Documentation of an agency counsel developing, requesting, responding to, or presenting opinions on legal matters directly related to the agency.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Records closed under 610.021 (1) RSMo unless opened by waiver.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21588

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Bids or Proposals - Not Awarded

**CUTOFF:** End of State Fiscal Year in Which Contract is Awarded

**DESCRIPTION:** Records of rejected bids from contractors for state or federally-funded projects or purchases. Records kept per 34.120 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** For grant-related records, see series 23998 or 23999.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21593

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

**TITLE:** Contracts - Financial

**CUTOFF:** Completion of Contract

**DESCRIPTION:** Written obligations, agreed to by the State, which involve financial transactions. Records include, but are not limited to, applications, bids, contract paperwork, compliance reports, work descriptions, leases, and related correspondence. Records kept per 2 CFR 200.333, 34.120 RSMo, and 516.110 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** For grant-related records, see series 21559 or 21560. For contracts that do not involve financial transactions, please see 21591. For contracts involving the acquisition of real property, please see 21592.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21590

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Contracts - Non-Financial

**CUTOFF:** Completion of contract

**DESCRIPTION:** Written obligations, agreed to by the State, which do not involve financial transactions. Records include, but are not limited to, contract paperwork, compliance reports, and related correspondence. Records kept per 516.120 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** For contracts involving finances please see series 21590. For contracts involving the acquisition of real property, please see series 21592.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21591

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Contracts - Real Estate and Deeds

**CUTOFF:** Completion of Contract

**DESCRIPTION:** Written obligations, agreed to by the State, which involve the acquisition of real property. Records include, but are not limited to, contract paperwork, purchase agreements, deeds, and related maps and correspondence. Records kept per 2 CFR 200.333, 34.120 RSMo, and 516.110 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** For contracts involving finances please see series 21590. For contracts not involving financial transaction nor the acquisition of real property, please see series 21591.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21592

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

**TITLE:** Labor Relations Files

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records of historical issues involving investigations, determinations, and agreements between labor organizations and state agencies. Records created per Section 105.510 RSMo., Article 1 Section 29 of the Missouri State Constitution, and Governor's Executive Order 01-09.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 24068

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023

**TITLE:** Legal Files

**CUTOFF:** EOSFY in which resolved or adjudicated.

**DESCRIPTION:** Documentation arising through the preparation, litigation, and settlement of legal cases or other legal proceedings closed on or after July 1, 2016. Records maintained pursuant to Missouri Supreme Court Rule 4-1.22.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:** See Series 21589 for legal cases or other legal proceedings closed on or before June 30, 2016.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24546

**SERIES STATUS:** Approved

**APPROVAL DATE:** 1/6/2021

**TITLE:** Legal Files - Legacy

**CUTOFF:** End of State Fiscal Year in Which Resolved or Adjudicated

**DESCRIPTION:** Documentation arising through the preparation, litigation, and settlement of legal cases or other legal proceedings closed prior to July 1, 2016. Records maintained pursuant to Missouri Supreme Court Rule 4-1.22.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** See Series 24546 for legal cases or other legal proceedings closed on or after July 1, 2016.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21589

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023



**Agency Records Disposition Schedule**

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Section:

Division: Legal

Sub-Section:

**TITLE:** Legal Precedent and Consent Decree Records

**CUTOFF:** When Case is Adjudicated or Resolved

**DESCRIPTION:** Records of an agency's response to a court case, where the ruling or consent decree sets a legal precedent thereby affecting the agency's organization, programs, policies, or procedures. Records include, but are not limited to, compliance reports, committee recommendations, corrective action plans, training materials, incident reports, monitoring reports, and related documentation.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 24530

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023

**TITLE:** Memoranda of Understanding or Agreement

**CUTOFF:** Expiration of Memorandum of Understanding or Agreement

**DESCRIPTION:** Documentation of a written, legally non-binding agreement between different offices of state government or with other public or private entities.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21594

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023