



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 or proposals from vendors for state or federally-funded projects or purchases.

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: 7/31/2024



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.		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:	7/31/2024
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.		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:	7/31/2024
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 paper work, purchase agreements, deeds, and related maps and correspondence.		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:	7/31/2024



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: 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 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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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
