



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property & Facilities

Sub-Section:

TITLE: Asset Inventories

CUTOFF: When Superseded or Outdated

DESCRIPTION: Listings of an agency's assets including, but not limited to: equipment, supplies, and commodities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21563

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Construction Plans

CUTOFF: Transfer of Ownership, End of Lease, or Demolition of Structure or Property

DESCRIPTION: Design and construction plans for buildings, structures, or properties owned or leased by an agency, such as original build specifications, new modifications to existing structures, and capital improvements. Records include, but are not limited to, blueprints, drawings, design plans, and related materials.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: If the structure is sold or transferred, the former possessor must relinquish any corresponding paperwork to the receiving party.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21567

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Ownership, Use, Maintenance, and Repair Records

CUTOFF: End of State Fiscal Year Sold, Surplused, or Destroyed

DESCRIPTION: Maintenance, use, and repairs of state facilities, equipment, and vehicles, as well as ownership of state equipment and vehicles. Records include, but are not limited to, facility, vehicle, or equipment request forms; mileage and hourage logs; titles, make, license number, and serial or property number; records detailing service, maintenance, and repairs.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: For real estate records, see GRS 21592. For facility construction and renovation records, see GRS 21567.

DISPOSITION ACTION: Destroy

SERIES: 21562

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property & Facilities

Sub-Section:

TITLE: Safety Data Sheets

CUTOFF: When superseded or outdated

DESCRIPTION: Documentation of all chemicals used within an agency at a particular time. Records include, but are not limited to, Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS). Records are maintained pursuant to 29 CFR 1910.1020 and 1910.1200.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Records provide employees and their designated representatives access to information on chemicals employees may have be exposed to while working.

DISPOSITION ACTION: Destroy

SERIES: 23144

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Surplus Property Records

CUTOFF: End of State Fiscal Year in Which Surplused

DESCRIPTION: Documentation of excess and surplus property that the agency approves for disposal and supporting documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: For agencies not governed by their own rulemaking authority, please refer to the Missouri State Agency for Surplus Property (MOSASP) for surplus property information.

DISPOSITION ACTION: Destroy

SERIES: 21564

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024