



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section: Fiscal

Division: University General Retention Schedule

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 institution's budget.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24329

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

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: 24330

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Cash Receipts

CUTOFF: EOSFY

DESCRIPTION: Records include receipts of cash, check, or money order received by the institution 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: 24331

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



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Department: Department of Higher Education and Workforce
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Sub-Section:

TITLE: Check Registers

CUTOFF: EOSFY

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

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24332

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

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:

DISPOSITION ACTION: Destroy

SERIES: 24333

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Employee Vendor Information

CUTOFF: Separation from 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 employees as vendors for the institution.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24334

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



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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: 24335

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

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: 24336

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Fiscal Notes

CUTOFF: EOSFY

DESCRIPTION: Official statement prepared by the institution concerning impact of proposed legislation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Institution copy. Original is maintained with Committee on Legislative Research.

DISPOSITION ACTION: Destroy

SERIES: 24337

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



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Department: Department of Higher Education and Workforce
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Section: Fiscal
Sub-Section:

TITLE: Fiscal Notes - Working Papers

CUTOFF: EOSFY

DESCRIPTION: Supporting documents of statement of fiscal impact prepared by the institution on proposed legislation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24338

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Grant Files - Institution

CUTOFF: EOFY in which grant closes

DESCRIPTION: Records related to grants awarded by the institution. 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 reporti

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24339

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Grant Files - Recipient

CUTOFF: EOFY in which grant closes

DESCRIPTION: Records related to the expenditure of funds received by the institution 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: 24340

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
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Section: Fiscal

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Sub-Section:

TITLE: Grant Files Not Awarded - Applicant

CUTOFF: EOSFY 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 institutions.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24341

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Grant Files Not Awarded - Institution

CUTOFF: EOSFY in which grant not awarded

DESCRIPTION: Records include, but are not limited to, grant application documents submitted to institution, responses to applicants, and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24342

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Institution Payment Requisition

CUTOFF: EOSFY

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

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24349

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section: Fiscal

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Sub-Section:

TITLE: Institution Printing Requests

CUTOFF: WSO

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

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24350

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Internal Supply Requests

CUTOFF: EOSFY

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

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24343

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

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: 24344

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

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Sub-Section:

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: 24345

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

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: 24346

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Revenue Transmittals - Institution 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: 24347

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
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Sub-Section:

TITLE: State Auditor Audit Reports

CUTOFF: Completion of audit

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

RETENTION: Years: 3 Months: 0 Days: 0

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

DISPOSITION ACTION: Destroy

SERIES: 24348

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Warrant Request or Requisition

CUTOFF: EOSFY

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

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24351

SERIES STATUS: Approved

APPROVAL DATE:

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