



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Office of General Counsel

Division: Office of the Director

Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: End of Calendar Year in which Case Closed

DESCRIPTION: Records related to administrative hearings and appeals before the Appeals Tribunal and the Labor and Industrial Relations Commission. Records include, but are not limited to, complaints, case files, testimony, and supporting documentation/evidence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Originals are retained by the Division of Employment Security Appeals Section. If case goes before the Appeals Tribunal copy becomes official record.

DISPOSITION ACTION: Destroy

SERIES: 17723

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Garnishment Records

CUTOFF: Close of Case

DESCRIPTION: Records documenting all unemployment benefit over payment and all delinquent unemployment tax case documents pertaining to garnishments. Records include, but are not limited to, judgments, notices, filing fee documents, requests for garnishments and correspondence from the Office of the General Counsel. Records maintained per Section 288.380 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6713

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Subpoena Enforcement Records

CUTOFF: End of Calendar Year in Which Matter is Resolved

DESCRIPTION: Records of enforcement procedures for subpoenas issued by the Department of Labor and Industrial Relations. Records include, but are not limited to, copies of the subpoena and correspondence from the Office of the General Counsel. Created and maintained per Sections 288.230 and 288.380 (4) RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6717

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Office of General Counsel

Division: Office of the Director

Sub-Section:

TITLE: Subpoenas Received by the Department of Labor and Industrial Relations (DOLIR)

CUTOFF: End of Calendar Year in Which Matter is Resolved

DESCRIPTION: Record copy of subpoenas received by DOLIR. Records include, but are not limited to, motions to quash and correspondence from the Office of the General Counsel. Documents are used to track the department's response to all subpoenas.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23412

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016