



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Benefits Section

Division: Division of Employment Security

Sub-Section:

TITLE: Contested Benefit Records

CUTOFF: EOSFY in which benefits paid or claims resolved

DESCRIPTION: Records from claimants and employers related to contested claims and payments of unemployment benefits. Records include, but are not limited to, Notice of Unemployment Insurance Claim filed, any evidence and documentation regarding the reasons for employee's separation, and Notice of Determination. Records created per Section 288.070 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Cutoff determined by the date of the latest action on the claim.

DISPOSITION ACTION: Destroy

SERIES: 6754

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Pay Card Order Forms for Payment of Benefits

CUTOFF: EOSFY in which benefits paid or claims resolved

DESCRIPTION: Forms submitted weekly for payment of unemployment insurance benefits. Records include, but are not limited to, Social Security numbers, Personal Identification Numbers (PIN) if filed a Missouri unemployment insurance (UI) claim in the past, complete mailing address, zip codes, telephone numbers, name of counties, and zip codes of last employers. Records created per Section 288.040 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: All other claimants file electronic claims. Cutoff determined by the date of the latest action on the claim.

DISPOSITION ACTION: Destroy

SERIES: 6753

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Benefits Section

Division: Division of Employment Security

Sub-Section:

TITLE: Unemployment Benefit Claims Records

CUTOFF: EOSFY in which benefits paid or claims resolved

DESCRIPTION: Records relating to the establishment of monetary eligibility and payment of unemployment benefits under available state and federal programs. Records include, but are not limited to, claims, notices, reports, claim determination appeal records, and related documentation and correspondence. Records created per Section 288.040, 288.055 and 288.500 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Cutoff determined by the date of the latest action on the claim.

DISPOSITION ACTION: Destroy

SERIES: 6751

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Unemployment Insurance Registers and Payment Records

CUTOFF: EOSFY in which benefits paid or claims resolved

DESCRIPTION: Registers of unemployment insurance benefit payments to claimants that were paid, received or extinguished. Records include, but are not limited to, wage history, and benefit payment history. Records created per Section 288.220 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Cutoff determined by the date of the latest action on the claim.

DISPOSITION ACTION: Destroy

SERIES: 6752

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016