



Agency Records Disposition Schedule

Department: Office of Administration

Section: State Agency for Surplus Property

Division: General Services

Sub-Section:

TITLE: Certificates to Obtain Titles

CUTOFF: EOSFY

DESCRIPTION: Copies of certificates (97 Forms) used by donees to obtain titles for purchased surplus vehicles. Original certificates are given to the donees to submit to the Department of Revenue. Records created per 37.075 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Donees are public agencies such as cities, counties, schools, and non-profits that are licensed or accredited in health or education.

DISPOSITION ACTION: Destroy

SERIES: 23042

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Compliance Case Files

CUTOFF: Closure of case

DESCRIPTION: Case files documenting the misuse of the federal surplus program where a donee has not complied with General Services Administration Regulations, resulting in the opening of a compliance case. Examples of violations include donees using property for personal use or storing it at a personal residence, or property that has been lost or stolen. Compliance cases are adjudicated by the General Service Administration with the State Agency for Surplus Property serving as the intermediary. Records include, but are not limited to, copies of invoices, compliance visit reports, and related correspondence. Records created per 41 CFR 102-37.480 - 485.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Donees are public agencies such as cities, counties, schools, and non-profits that are licensed or accredited in health or education.

DISPOSITION ACTION: Destroy

SERIES: 23040

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Office of Administration

Section: State Agency for Surplus Property

Division: General Services

Sub-Section:

TITLE: Federal and State Auction Files

CUTOFF: EOFFY

DESCRIPTION: Records documenting the auction of federal and state surplus property. Documents show where property came from, how property was sold, what property was sold, to whom, and for how much. Records created per 41 CFR 102-37.360.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For documentation on the sale of federal and state surplus property, see series 2976 - Federal and State Sales Files.

DISPOSITION ACTION: Destroy

SERIES: 2979

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Federal and State Sales Files

CUTOFF: EOFFY

DESCRIPTION: Files documenting the public sale of federal property which are used by the General Services Administration to analyze the status of the federal donation program. Documents show what property is sold, to whom, and for how much. Records may include, but are not limited to, Reports of State Owned Surplus Property (SS1 Forms) and Redistribution Authorizations (SS2 Forms). Records created per 41 CFR 102-37.360.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For documentation on the auctioning off of federal and state surplus property, see series 2979 - Federal and State Auction Files.

DISPOSITION ACTION: Destroy

SERIES: 2976

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Federal Surplus Eligibility Files

CUTOFF: When donee is no longer eligible

DESCRIPTION: Files used to qualify the eligibility of a donee to obtain federal surplus property. Records include, but are not limited to, forms of accreditation, licensing requirements for operation, proof of non-profit or tax-exempt status, certificates of compliance, letters from state or local authorities, and related correspondence. Records kept per 41 CFR 102-37.385 - 430.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Donees are public agencies such as cities, counties, schools, and non-profits that are licensed or accredited in health or education. Eligibility expires when license or accreditation expires or chief administrative officer is replaced.

DISPOSITION ACTION: Destroy

SERIES: 2964

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Office of Administration

Section: State Agency for Surplus Property

Division: General Services

Sub-Section:

TITLE: Federal Surplus Program Quarterly Reports

CUTOFF: EOFFY

DESCRIPTION: Quarterly reports submitted to the General Services Administration (GSA) on the status of the state's surplus property program. Records include, but are not limited to GSA Form 3040 and additional reports the GSA may require to carry out its authority to transfer surplus property to states. The GSA uses the records to report to Congress on the status and progress of the federal donation program. Records created per 41 CFR 102-37.360.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23043

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Inventory Records

CUTOFF: EOFFY

DESCRIPTION: Records documenting property received from the federal government to be transferred to eligible donees. Records include, but are not limited to, any adjustments, agency use, abandonment and destruction approvals, physical inventory records, and refinishing records. Records kept per 41 CFR 102-37.360 and 31 U.S.C. 7502.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: Donees are public agencies such as cities, counties, schools, and non-profits that are licensed or accredited in health or education.

DISPOSITION ACTION: Destroy

SERIES: 23039

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Transfer Order Forms

CUTOFF: EOFFY

DESCRIPTION: Documents (123 Forms) used by agencies to request federal surplus property. Records created per 37.075 RSMo. and kept per 31 U.S.C. 7502.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES: Original forms are retained by the State Agency for Surplus Property while copies are distributed to the requesting agencies. Donees are public agencies such as cities, counties, schools, and non-profits that are licensed or accredited in health or education.

DISPOSITION ACTION: Destroy

SERIES: 2978

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Office of Administration

Section: State Agency for Surplus Property

Division: General Services

Sub-Section:

TITLE: Utilization Reports

CUTOFF: EOIFY in which report is compiled and submitted

DESCRIPTION: Biannual reports completed by donees explaining how donated federal property is being used. Records created per 41 CFR 102-37.360.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: At least 3 reports are submitted by donees every 18 months at which time they are compiled and submitted to the General Services Administration.

DISPOSITION ACTION: Destroy

SERIES: 2965

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

TITLE: ADMINISTRATION:Position Management Subsystem Reports

CUTOFF: WSO

DESCRIPTION: Position Management Subsystem Reports

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3120

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: FORMS MANAGEMENT: Invoices, Expense Accounts - (copies only - originals in Accounting)

CUTOFF: WSO

DESCRIPTION: Invoices, Expense Accounts - (copies only - originals in Accounting)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3140

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: FORMS MANAGEMENT: Personnel Files - (copies only - originals in General Services Personnel Files)

CUTOFF: WSO

DESCRIPTION: Personnel Files - (copies only - originals in General Services Personnel Files)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3141

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

TITLE: HEAD INJURY: Annual Conferences - reference only

CUTOFF:

DESCRIPTION: Annual Conferences - reference only

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3155

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: HEAD INJURY: Master Log

CUTOFF: WSO

DESCRIPTION: Master Log - Printing Job Numbers - includes agency name, MO number (if applicable) and job description

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3163

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: HEAD INJURY: Programs - Other States

CUTOFF: WSO

DESCRIPTION: Programs - Other States

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3158

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

TITLE: Missouri State Employees Charitable Campaign (MSECC) Reports and Materials

CUTOFF: EOSFY

DESCRIPTION: Documentation of the MSECC, an annual unified charitable fundraising effort by state employees. Records include, but are not limited to, applications submitted by charities, proof of non-profit and tax-exempt status, lists of charitable activities, detailed annual budgets, donation tabulations, and employee pledge cards. Records created per 33.103 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3124

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: STATE PRINTING CENTER: Monthly Production Reports

CUTOFF:

DESCRIPTION: Monthly Production Reports. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3164

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: STATE PRINTING CENTER: Waivers for printing completed outside the Print Shop

CUTOFF:

DESCRIPTION: Waivers for printing completed outside the Print Shop. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3161

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: General Services

Sub-Section:

TITLE: VEHICLE MANAGEMENT: Cleared Invoices - copies

CUTOFF:

DESCRIPTION: Cleared Invoices - copies (original in Division of Accounting)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3169

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996
