



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Budget and Procurement Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Out-of-State Travel Requests

CUTOFF: EOSFY

DESCRIPTION: Records related to the Out-of-State Travel Authorization (MO300-0072N) required for travel outside the State of Missouri and attached to the employee's monthly expense report (SHP-25) for reimbursement of travel expenses.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21268

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Personnel Property Receipts

CUTOFF: EOSFY

DESCRIPTION: All accountable equipment and assets over \$1000 are required to be recorded for, and signed off by, employees. The signed form is retained in the personnel file or the fixed asset file. 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: 21271

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Reports of Survey

CUTOFF: EOSFY in which repayment or action is fulfilled.

DESCRIPTION: Records created when non-expendable state property, personal equipment, or rented or leased equipment assigned to a MSHP employee is damaged beyond use, lost, or stolen. Records are used by the Report of Survey Board to determine whether the employee should be assessed full or partial replacement costs or face other action. Records include, but are not limited to, Report of Survey form (SHP-67).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21272

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Budget and Procurement Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Witness Fees and Transmittals

CUTOFF: EOFFY

DESCRIPTION: Records regarding witness fees collected by an employee who has been subpoenaed in a duty-related civil case to appear as a witness in state or federal court or to give a deposition. Records include, but are not limited to, Court Case Notification Reports (SHP-33), witness fee checks, and Transmittals of Collection (SHP-36).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21269

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018