



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Driver and Vehicle Safety

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Mechanic File

**CUTOFF:**EOCY

**DESCRIPTION:** Mechanics authorized to make inspections. Includes but not limited to current inspector/mechanic application or renewal application.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21343

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Station File

**CUTOFF:**EOSFY

**DESCRIPTION:** Stations authorized to make inspections. Includes but not limited to all station applications and renewals, amendments, sticker requisitions, performance reports records related to the purchase of inspection stickers, inspection state permit fees, and refunds made on inspection stickers that are returned. 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:** 21342

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007