



Agency Records Disposition Schedule

Department: Department of Revenue

Division: Administration Division

Section: Accounting & Purchasing Services

Sub-Section: Motor Vehicle Missouri Transportation Accounting System

TITLE: Contract Agent Deposit Tickets

CUTOFF: End of State fiscal year

DESCRIPTION: Contracted agent office deposit tickets of Motor Vehicle, Drivers License, and Local Tax fees collected by the agent offices and forwarded to the Central Office. Attached are the Office Bank Reports or the Local Tax Accounting Report.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6878

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Contracted Agent Office Shipments

CUTOFF: End of State fiscal year

DESCRIPTION: Accounting documentation of transactions processed in a contracted agent office. The shipments also include Motor Vehicle corrected accounting reports and Motor Vehicle and Local Tax correction orders.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6876

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Daily Reconciliation and Bank Transfer

CUTOFF: End of State fiscal year

DESCRIPTION: Daily documentation of Motor Vehicle and Local Tax revenues transferred from the MV clearing nonstate account to the State Treasury.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23253

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021



Agency Records Disposition Schedule

Department: Department of Revenue

Division: Administration Division

Section: Accounting & Purchasing Services

Sub-Section: Motor Vehicle Missouri Transportation Accounting System

TITLE: Drivers License Accounting Reports

CUTOFF: End of State fiscal year

DESCRIPTION: Agent office reports indicating cumulative sales of licenses, cards, permits and amount of corresponding revenue.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23254

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Long and Short Backup Reports

CUTOFF: End of State fiscal year

DESCRIPTION: Backup documentation supporting electronic debits to license agent office accounts. This is correspondence to the contract agent offices notifying it of adjustments to prior shipment deposits.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6880

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Return Check Records

CUTOFF: End of State fiscal year

DESCRIPTION: Records of returned check accounts, collection action, payment of returned checks, and support documentation adjustments in the Missouri Transportation Accounting System (MTAS) to adjust revenues for returned checks.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23256

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021