



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: County Tax

**TITLE:** Certified Copy of Order in Erroneous Assessment County Court Orders

**CUTOFF:** EOSFY

**DESCRIPTION:** Court orders correcting a personal property tax assessment previously issued by a Collector or reports in regards to same, per 137.260 RSMo. The order allows the collector to receive the entitled credit.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7074

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Collector's Annual Statements and Supporting Documents

**CUTOFF:** EOSFY

**DESCRIPTION:** Annual report filed by each County Collector and any correspondence between Department of Revenue and the Collector with regards to said report, per 52.295 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7071

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Collectors Bonds

**CUTOFF:** End of state fiscal year in which County Collector leaves office

**DESCRIPTION:** Records include copies of the surety bond each County Collector has filed with Department of Revenue and correspondence concerning same, per 52.020 and 52.380 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7078

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: County Tax

**TITLE:** County Collector's Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Various reports and payments received from each County Collector. Reports list remittances to the Blind Pension Fund and to General Revenue, per 52.170 and 209.130 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7079

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Crime Victims Compensation Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports received by the county and municipal clerks for payment of their monthly Crime Victims Compensation fees per 595 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7080

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Monthly Statement of Collections

**CUTOFF:** EOSFY

**DESCRIPTION:** Records document the County Clerk Reports, (Form 1315A) filed on a monthly basis per 139.210 RSMo. Report verifies all state, county, school, road and municipal taxes as well as all license fees paid to the County Collector.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7082

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: County Tax

**TITLE:** Private Rail Car Tax Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Assessments issued and billed to various rail car companies operating in the State of Missouri. Includes payments received and processed by County Tax and information with regards to the Private Car distribution done on an annual basis to qualified County Treasurers, per 137.983 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7075

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Recorders Fees

**CUTOFF:** EOSFY

**DESCRIPTION:** Payments received monthly from each County Recorder of Deeds. The fees include, but are not limited to User Fees (59.319 RSMo.), Children's Trust Fund fees (451.151 RSMo.) and Statutory County Recorder Fees (59.319 RSMo.).

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7076

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Reports of Fees Collected by Circuit, Probate, Associate and Municipal Clerks

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports of fees collected from county and municipal clerks to include, but not limited to Circuit, Probate, Associate and Municipal for many of the various fees received by county tax. Records include statewide accounting system documents and Department of Revenue internal financial reports corresponding to daily deposits of the various fees, per 483 and 488 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7073

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012