



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation

Sub-Section: Withholding Tax

TITLE: Certified Mailing Booklets of Employers Withholding Tax Assessment Notice

CUTOFF: End of State fiscal year

DESCRIPTION: Employers withholding tax assessment notices are sent certified or registered mail per 143.611.3 RSMo. Proof of the mailing is used in the case of a protest.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7125

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Withholding vouchers and documentation

CUTOFF:

DESCRIPTION: Originals imaged, paper destroyed after 1 year - Images kept 10 years after April 15 of year received.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6995

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003