



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Processing

Division: Taxation

Sub-Section: Corporation Income Tax

**TITLE:** Business Tax Registration Applications and Bonds

**CUTOFF:**EOCY

**DESCRIPTION:** Applications from businesses who remit taxes and submits bonds based on the amount of taxes that will be remitted.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:** Records scanned. Paper kept 1 year then destroyed. Image kept 50 years.

**DISPOSITION ACTION:** Destroy

**SERIES:** 7000

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Certified Mailing Booklets of Corporate Income Tax Deficiency Notice

**CUTOFF:**EOSFY

**DESCRIPTION:** Records documenting corporate income tax deficiency notices sent by 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:** 7128

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Corporation declaration of Estimated Tax Vouchers, corporation and S corporation Returns

**CUTOFF:**

**DESCRIPTION:** Must be audited before destruction. Originals imaged - Paper destroyed after 1 year - Images kept 20 years

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6999

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003



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**TITLE:** Microfiche - financial information extracted from corporation income tax returns

**CUTOFF:**

**DESCRIPTION:** Microfiche - financial information extracted from corporation income tax returns

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6998

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2003

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