**Agency Records Disposition Schedule**

**Department:** Office of the Secretary of State  
**Division:** Administrative Rules

---

**TITLE:** Code of State Regulations  
**DESCRIPTION:** Official record of the Code of State Regulations. The Code of State Regulations (CSR) is updated monthly. Used as the governing source of rules and regulations for state agencies. Records include, but are not limited to, state division chapters explaining the rules and regulations that govern each division. Records created or maintained pursuant to Section 536.021.8 RSMo.  
**NOTES:** Pursuant to section 536.021.8, RSMo, "no rule...shall become effective prior to the thirtieth day after the date of publication of the revision to the Missouri code of state regulations." A rule's effective date is found in the authority section at the end of the rule. If a rule's effective date has not arrived yet, the previous edition of the rule would be the rule still in effect. Previous editions of these rules may be available in the archived editions.  
**SERIES:** 24504  
**SERIES STATUS:** Approved  
**CUTOFF:** WSO  
**RETENTION:** Years: 0 Months: 0 Days: 0  
**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives  
**APPROVAL DATE:** 3/6/2018

---

**TITLE:** Code of State Regulations - Take Out Pages  
**DESCRIPTION:** Records of pages removed in the process of updating the Code of State Regulations (CSR). Records are kept and updated monthly, so there is a copy of the CSR at each stage of its existence. Records include, but are not limited to, take out pages of redacted or revised sections of the CSR. Records created or maintained pursuant to Section 536.031 RSMo.  
**NOTES:** Pursuant to section 536.021.8, RSMo, "no rule...shall become effective prior to the thirtieth day after the date of publication of the revision to the Missouri code of state regulations." A rule's effective date is found in the authority section at the end of the rule. If a rule's effective date has not arrived yet, the previous edition of the rule would be the rule still in effect. Previous editions of these rules may be available in the archived editions.  
**SERIES:** 1248  
**SERIES STATUS:** Approved  
**CUTOFF:** WSO  
**RETENTION:** Years: 0 Months: 0 Days: 0  
**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives  
**APPROVAL DATE:** 3/6/2018
### Delegation of Authority Records

**TITLE:** Delegation of Authority Records  
**DESCRIPTION:** Records include authorization forms allowing individuals to sign rulemaking and emergency rulemaking procedures set out in 536 RSMo. on behalf of the agency director.  
**RETENTION:** Years: 1 Months: 0 Days: 0  
**CUTOFF:** End of calendar year  
**SERIES:** 24046  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 3/6/2018

### Financial Reports

**TITLE:** Financial Reports  
**DESCRIPTION:** Filed under the Omnibus Reorganization Act of 1974  
**RETENTION:** Years: 0 Months: 0 Days: 0  
**CUTOFF:** EO CY  
**SERIES:** 919  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/25/2001

### Materials Incorporated by Reference

**TITLE:** Materials Incorporated by Reference.  
**DESCRIPTION:** Records are used for completing the Administrative Rules and contain the Incorporated by Reference (IBR) material. Records of the complete unabridged version of materials on file in the Administrative Rules Section. The materials listed in the rules by reference, would be unduly cumbersome to print in their entirety. Records include, but are not limited to, federal, industry, department and division publications. Records created or maintained pursuant to 536.031 RSMo.  
**RETENTION:** Years: 0 Months: 0 Days: 0  
**CUTOFF:** WSO  
**SERIES:** 917  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 3/6/2018
<table>
<thead>
<tr>
<th>TITLE: Missouri Register</th>
<th>CUTOFF: EOCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: Records verifying that what was published in the Missouri Register is what the agency actually filed and any and all changes that were agreed to by the agency filing the rule. Records include, but are not limited to, original filings by state agencies for rulemaking, and any correspondence between Administrative Rules and the agency discussing and agreeing to any changes made in the editing process. Records created or maintained pursuant to Section 536.015 RSMo.</td>
<td>RETENTION: Years: 0 Months: 0 Days: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES:</th>
<th>DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES: 13720</td>
<td>APPROVAL DATE: 3/6/2018</td>
</tr>
<tr>
<td>SERIES STATUS: Approved</td>
<td></td>
</tr>
</tbody>
</table>