



### Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Agency Records Disposition Schedule Working Papers

**CUTOFF:** EOY in which record series approved

**DESCRIPTION:** Documents generated while developing or updating series on records disposition schedules. Records include but are not limited to, drafts, notes, and related correspondence.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24513

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018

**TITLE:** Agency Records Disposition Schedules

**CUTOFF:** 2-Aug-2007

**DESCRIPTION:** Official signed records disposition schedule approved by the State Records Commission and the corresponding agency on or before August 2, 2007. Schedules may contain multiple record series. Schedules serve as State Records Commission's authorization for the disposition of state records per RSMo 109.250(2).

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Per policy change by the State Records Commission on December 17, 2008, all future retention schedule items will be maintained under the "State Record Commission Approval Form", record series #23137.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 13742

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Disposition Approval Forms

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Authorizations, signed by the originating agency, for the disposition of records that have met their retention.

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

**NOTES:** Records Management records dispositions in the records tracking system once records have been approved for final disposition.

**DISPOSITION ACTION:** Destroy

**SERIES:** 1194

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Disposition Pick Lists

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Lists generated by the Records Tracking System of records that have met their retention and are approved for final disposition by the state agency. The lists are used by Records Management staff to remove or transfer records from the State Records Center or Imaging Services.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13741

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018

**TITLE:** Dissolved/Terminated/Sunset Agency Correspondence Files

**CUTOFF:** End of calendar year in which agency was dissolved, terminated or sunset

**DESCRIPTION:** Documents pertaining to agencies that were dissolved, terminated or sunset. Records include, but are not limited to, correspondence and memorandums of understanding between agencies and the Records Management Division. Records maintained Pursuant to Sections 23.250 to 23.298 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** After August 28, 2003, any new program authorized by the general assembly shall sunset not more than six years after its effective date unless reauthorized by an act of the general assembly. No funds may be expended on a program after its authorization has terminated. Legislation passed after August 28, 2003, shall indicate whether it contains a program subject to the Missouri sunset act. Any such program shall have a sunset clause clearly indicating the date of termination without reauthorization.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23777

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018

**TITLE:** Imaging Request Forms

**CUTOFF:** End of calendar year of completion of project

**DESCRIPTION:** Documentation submitted by agencies for approval to transfer boxes, microfilm, or data for imaging services. Records include, but are not limited to, copies of original transmittals, project tags, and supporting documentation.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24524

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Pull Requests - Not Found

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Requests for records submitted by agencies for retrieval of boxes, files, or microfilm that are not found. Requests may include, but are not limited to, system-generated pull requests and requests received via fax or e-mail.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Records tracked in the "Not in Center" spreadsheet include requests from wrong boxes, those previously checked out, or those misfiled prior to receipt.

**DISPOSITION ACTION:** Destroy

**SERIES:** 1200

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/23/2018

**TITLE:** Records Tracking System

**CUTOFF:** Life of System

**DESCRIPTION:** Database used by Records Management Division to track services provided to state agencies including but not limited to users, locations, records, and retention schedules. System is accessed by agencies through the Internet.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1198

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Records Transmittal and Receipt Forms

**CUTOFF:** June 20, 2008

**DESCRIPTION:** Documentation submitted by agencies for approval to transfer boxes of records for storage in the State Records Center.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:** Forms no longer accepted as of June 20, 2008 since all new requests are submitted through the records tracking system.

**DISPOSITION ACTION:** Destroy

**SERIES:** 1193

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** State Records Commission Approval Form

**CUTOFF:** End of calendar year in which series is approved

**DESCRIPTION:** Official signed record series approved by the State Records Commission and the corresponding agency. Records series serve as State Records Commission's authorization for the disposition of state records per 109.250(2) RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 23137

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/23/2018

**TITLE:** User Evaluation Forms

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Evaluation forms completed by users who attend training for the State of Missouri Agency Records Tracking System.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23140

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/23/2018

**TITLE:** User Registration Forms

**CUTOFF:** End of calendar year in which login disabled

**DESCRIPTION:** Registration forms for all users who have requested training and/or had their user account disabled, including acknowledgement of the privacy agreement.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Form is used to create the online account for users.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23138

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/23/2018