



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Missouri State Archives

Division: Records Services

Sub-Section:

TITLE: Accession Register and Transmittals

CUTOFF:EOCY

DESCRIPTION: Record of all materials accessioned into or deaccessioned from the Missouri State Archives. Records may include, but are not limited to transmittals, disposition approval forms, deeds of gift, accession records and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1208

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Guides and Finding Aids

CUTOFF:WSO

DESCRIPTION: Documents used by researchers to assist in identification and retrieval of records. Includes, but is not limited to guides, finding aids, box lists, microfilm lists, and agency histories.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1206

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Land Patent Records

CUTOFF:Issuance of patent

DESCRIPTION: Land patents for state lands to owners for which a patent has not been issued by the state. Records include, but are not limited to the issued land patent, correspondence and the affidavits containing information required by 446.175 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24040

SERIES STATUS: Approved

APPROVAL DATE: 3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Missouri State Archives

Division: Records Services

Sub-Section:

TITLE: Loan Agreement Letters

CUTOFF: End of calendar year in which returned

DESCRIPTION: Agreements between Missouri State Archives and lending/borrowing entity pertaining to use and display of documents, exhibits, or other items.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18583

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Missouri Digital Heritage (MDH) Digital Copies

CUTOFF: When superseded or outdated

DESCRIPTION: Duplicated copies of MDH collections that belong to other institutions and are stored in the imaging vault as backup. The owning institution also has copies of these records and can request that these records be removed from the vault at any time.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23997

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Records Tracking Documentation

CUTOFF: EOY in which record returned

DESCRIPTION: Records include, but are not limited to Collection Check Out Forms and Records Check Out Forms. Information includes, but is not limited to the requestor, records details, and purpose of the request.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24006

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Missouri State Archives

Division: Records Services

Sub-Section:

TITLE: Research and Reference Requests

CUTOFF: End of calendar year

DESCRIPTION: Requests for research in or copies of public records including database and website corrections. Records may include, but are not limited to original requests, staff research notes, photocopy requests and documentation of responses or actions.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Details of each request are entered in the Research Request Database (see Series number 24004).

DISPOSITION ACTION: Destroy

SERIES: 24005

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Research Request Database

CUTOFF: When superseded or outdated

DESCRIPTION: The research request database tracks all reference research requests submitted to the archives, including the type of request, type of record, research information, and the archives' response.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: The database also serves as a research tool for reference staff so that difficult research does not need to be duplicated (see Series number 24005).

DISPOSITION ACTION: Destroy

SERIES: 24004

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Visitor Log

CUTOFF: EOY

DESCRIPTION: List of persons visiting the Archives, including their signature and the purpose of their visit.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1205

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013