



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Adopted Child's Record

CUTOFF:EOCY in which case is closed

DESCRIPTION: Records contain the natural parent record of a child relinquished for adoption, family-centered service cases and the family-centered out-of-home care records for a child removed from their birth family and not returned. Section 5: Chapter 4.2.7 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 821

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Adoption and Legal Guardianship Resource Records

CUTOFF:EOCY in which case is closed

DESCRIPTION: Adoptive Resource parent records contain the birth parent record of a child relinquished for adoption, family-centered services cases and the family-centered-out-of-home care record for a child removed from their birth family and not returned. Legal Guardianship Resource parent records contain the birth parent record of a child relinquished for guardianship, family-centered services cases and the family-centered-out-of-home care record for a child removed from their birth family and not returned. Contents of this file are to include the child's placement summary, any reports for the child, the family's home assessment and updates, forms, payment related paperwork, legal paperwork, the subsidy contract, any correspondence and narrative that relates to the adoptive family. Records produced and maintained per Section 5: Chapter 4.2.7 (Adoption and Legal Guardianship Resource Records) of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 819

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Court Adjudicated

CUTOFF: End of calendar year in which case is adjudicated

DESCRIPTION: Reports of CA/N court adjudicated conclusions based upon decisions made in a Juvenile or Family Court, a Criminal Court conviction or a judicial review conducted by the Circuit Court. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Records are maintained pursuant to Chapter 210.152 RSMo.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 805

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations and Family Assessments with "Home Schooling" and "Located Out of State" Conclusions

CUTOFF: End of calendar year in which conclusion is reached

DESCRIPTION: Reports of CA/N Investigations or Family Assessments that were concluded as "Located out of State" or "Home Schooling". CA/N reports with this conclusion" will be destroyed five years from the date of the report, case closing, or from the date of the last report if there were subsequent reports." Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20743

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations and Family Assessments with "Unable to Locate" Conclusions

CUTOFF: End of calendar year date of last report

DESCRIPTION: Reports of CA/N Investigations or Family Assessments that were concluded as "Unable to Locate". The "unable to locate" conclusion may be used only after all three of the following criteria have been met: when not one single child or any parent/caretaker included in the report is located; after the Children's Service Worker has searched all available resources that can help to locate the family and children; after the supervisor agrees that sufficient attempts have been made and the Children's Service Worker has exhausted all available resources to locate the family. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Section 210.152 (4) RSMo, requires the Division to retain all conclusions for eighteen years from the date of the report and then shall be removed from the records of the division.

RETENTION: Years: 18 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20742

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations made Maliciously Against Mandated or Non-Mandated (permissive) Reporters

CUTOFF: End of calendar year in which investigation is concluded

DESCRIPTION: Reports of CA/N investigations where insufficient evidence of abuse or neglect is found by the division and where the division determines the allegation of abuse or neglect was made maliciously, for purposes of harassment, or in retaliation for the filing of a report. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Records maintained pursuant to Section 210.152 (2)(a)(b) RSMo.

RETENTION: Years: 0 Months: 0 Days: 45

NOTES: For "malicious" reporting identifying information shall be expunged by the division within forty-five days from the conclusion of the investigation.

DISPOSITION ACTION: Destroy

SERIES: 24537

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations Substantiated by a Preponderance of Evidence (POE)

CUTOFF: End of calendar year in which case is closed

DESCRIPTION: Reports of CA/N investigations substantiated by a Preponderance of Evidence based upon decisions made in a Juvenile or Family Court, a Criminal Court conviction or a judicial review conducted by the Circuit Court. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Records maintained pursuant to 210.152, RSMo.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES: The Division's burden of proof is "Preponderance of Evidence".

DISPOSITION ACTION: Destroy

SERIES: 807

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations Unsubstantiated
Reported by a Non-Mandated (Permissive) Reporter

CUTOFF: End of calendar year in which investigation is
concluded

DESCRIPTION: Reports of CA/N investigations for all other variations of unsubstantiated conclusions, when the reporter of the CA/N Investigation was a non-mandated (permissive) reporter. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Section 210.152 (c) RSMo, establishes a five year retention from the conclusion of any unsubstantiated CA/N Investigation reported by a non-mandated (permissive) reporter.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 809

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Unsubstantiated Investigations Reported by a Mandated Reporter

CUTOFF: End of calendar year in which investigation is concluded

DESCRIPTION: Reports of CA/N investigations for all unsubstantiated conclusions, when any mandated reporter as provided by Sections 210.115, 210.152 or 352.400, RSMo, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of Sections 210.109 to 210.183. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Section 210.152 (c) RSMo, establishes a ten year retention from the conclusion of any unsubstantiated CA/N Investigation reported by a mandated reporter.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 810

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Contractual Services Cases with No Direct Service Delivery

CUTOFF: EOSFY in which contract ends

DESCRIPTION: Children's Treatment Services (CTS) are contracted therapeutic services provided by independent, private providers. They are used to meet the service needs of the family which are identified in the family assessment. These services are purchased by the Division on behalf of the family. Files may include, but may not be limited to service contract, any amendments to the contract, and audit requirement certification. Per RSMo. 516.120

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 817

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Denied, Involuntarily Suspended or Revoked Child Placing Agency License Files

CUTOFF: EOCY

DESCRIPTION: Pertains to any residential child care agency and/or child placing agency license that has been denied, involuntarily suspended or revoked. Files may include, but not limited to the application for an agency license, the administrative file of the agency, a detailed agency manual of operation, a detailed written service plan, and written directions from the administrative office to the agency office. Records produced and maintained per Section 5: chapter 4.2.8 of the Child Welfare Manual and 210.221 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23413

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Family Assesments Not Resulting in Case Management

CUTOFF: EOSFY

DESCRIPTION: This series would include concluded CA/N reports in the family assessment track. Family Assessment and Services provides an assessment of a child who has been reported to the division as a victim of abuse or neglect by a person responsible for that child's care, custody or control within that child's family. The assesment details risk of abuse and neglect and, if necessary, the provision of community-based services to reduce the risk and support the family. The information contained in each record may include, but is not limited to child abuse and neglect investigation, family assessments completed in response to CA/N reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence and older youth program services. Outlined in Section 5: Chapter 4.1.1 of The Child Wefare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 808

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Family-Centered In-Home Service Cases

CUTOFF: EOCY in which case is closed

DESCRIPTION: Documentation that family-centered services are provided to families and children in their own homes when a child abuse or neglect investigation/family assessment response determination is "preponderance of evidence", "unsubstantiated-preventive services indicated", or "services needed". The information contained in each record may include, but is not limited to CA/N investigation, family assessments completed in response to CA/N reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence, and older youth program services. Section 5: Chapter 4.2.3 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 813

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Foster Child (Family-Centered Out-of-Home Care Case (FCOOHC)) Records

CUTOFF: EOCY in which case is closed

DESCRIPTION: Includes the closed record of a foster child that never reached permanency through reunification to their biological parent, including any of the case records of the child's biological parent. Records produced and maintained per Section 5: Chapter 4.2.4 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 822

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Foster/Relative/Kinship Parent Records

CUTOFF: EOCY in which case is closed

DESCRIPTION: Records include, but are not limited to case management, child welfare services face sheet, worker activity and contacts, Foster Care Review Board (FCRB) court orders, recommendations, case plan, child and safety assessment plan case staffing, children's placement plan(s) medical information and/or special needs, school records, IV-E/ funding, IV-E, Medicaid and child support, central registry, and any related correspondence. Used to track foster parent activity. Records produced and maintained per Section 4 Chapter 12.3 and Section 5 Chapter 4.2.5 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 820

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Home Studies, Without Placement of a Child

CUTOFF: EOCY in which application is withdrawn

DESCRIPTION: Applies to foster/relative provider records in which the application was withdrawn by the prospective Foster/Relative Provider, or they maintained a license, yet did not have children placed in their care until they chose to close their license. License must be reviewed after 2 years. Per section 5 chapter 4.2.5 of The Child Welfare Manual.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 814

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Interstate Compact for Placement of Children (ICPC)

CUTOFF: EOCY

DESCRIPTION: These are the original ICPC files which are processed at the Central Office level and used by personnel at Central Office. Records include the application and correspondence paperwork between states, and not the case management records maintained by field personnel. Per Section 4 Chapter 25 of the Child Welfare Policy Manual.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 815

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Interstate Compact on Adoption and Medical Assistance (ICAMA) and Inter-departmental Initiative Medicaid Billing Residential Assistance (RA)

CUTOFF: EOSFY

DESCRIPTION: Provides Medicaid coverage to eligible adoption subsidy children when families move across state lines. The following forms are to be used to share information between member states: ICAMA Form 6.01, Notice of Medicaid Eligibility/Case Activation. One copy of the current Adoption Subsidy Contract and Amendment (mandatory); One copy of the adoption decree (optional); and One copy of the child's birth certificate (optional). Per Section 4 Chapter 25 Subsection 7 of the Child Welfare Manual.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18554

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Merit Registers

CUTOFF: EOSFY

DESCRIPTION: Contains copies of completed merit registers and correspondence to applicants, interview packets which contain background checks and merit certifications for job openings.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23384

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Residential Child Care and Child Placing Agency Licensing Records

CUTOFF: EOSFY in which license is closed

DESCRIPTION: Pertains to any residential child care agency and/or child placing agency license that has been closed, including, satellite foster homes, group foster homes, and residential treatment facilities that are licensed by the Children's Division. Records produced and maintained per Section 5 Chapter 4.2.8 of the Child Welfare Manual.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21027

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Terminated Foster/Relative/Kinship Parent Records Due to Revocation or Denial of License

CUTOFF: EOCY in which termination occurs

DESCRIPTION: Records of foster parents which were terminated as a result of revocation or denial of initial licensing. To include, but are not limited to a summary of the licensing rules, a copy of the Child Abuse/Neglect Investigation/Family Assessment Summary (CPS-1) and Safety Assessment (CD-17), a copy of the home assessment, Notification of Resource Home Adverse Action Letter Form CS-20a of adverse action taken and of procedure for fair hearing. Section 6 Chapter 3.1 and Section 5 Chapter 4.2.5 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23776

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Withdrawn Residential Child Care and Child Placing Initial Applications

CUTOFF: EOCY in which application is withdrawn

DESCRIPTION: Records include request of a residential child care facility or child-placing agency applicant that no longer wishes to pursue the application prior to issuance of an initial permit. The licensing staff documents this request, confirms that no children are in care of the facility and may close the case unless negative action is warranted. Records produced and maintained per Section 5 chapter 4.2.8 of the Child Welfare Manual.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21028

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Accession and Deaccession Registers

CUTOFF: Deaccession of item

DESCRIPTION: Records documenting the receipt, transfer, or disposal of items in an agency's museum or archive collection. Records are used to track ownership of the items. Records include, but are not limited to, deeds of gift, accession or deaccession logs, and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 24534

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Administrative Rules and Regulations - Agency Files

CUTOFF: Publication of final order of rulemaking in Missouri Register

DESCRIPTION: Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to RSMo 536. Includes significant work papers involved in development of final rule or regulation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21515

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Agency Organizational Charts

CUTOFF: WSO

DESCRIPTION: Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21529

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Audiovisual Productions

CUTOFF: EOY production is released

DESCRIPTION: Moving image and sound productions produced by an agency for wide general release. Includes, but is not limited to, instructional materials in audiovisual format, public service announcements, advertisements, radio programs, and television programs.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21518

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Code of State Regulations Incorporated Materials

CUTOFF: When superseded or outdated

DESCRIPTION: Copies of the rules, standards, or guidelines of other state or federal agencies or nationally or state-recognized organizations that a Missouri agency references in its Code of State Regulations (CSR). Records include, but are not limited to, federal, industry, or state publications not produced by a Missouri state agency.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: A Missouri agency is required to keep copies of the source material incorporated into a CSR at its headquarters so that it is available to the public for inspection and copying per 536.031.5 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24531

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Conference, Seminar and Workshop Records

CUTOFF: EOSFY in which event completed

DESCRIPTION: Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21541

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Declination Forms

CUTOFF:EOCY

DESCRIPTION: Supporting documentation verifying that agency personnel have offered voter registration services to constituents who have declined to register.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23149

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Emergency Preparedness Plans

CUTOFF:WSO

DESCRIPTION: Document the plans for protection and reestablishment of agency services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers and addresses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21537

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Employee Emergency Information

CUTOFF:WSO

DESCRIPTION: Forms from state employees containing emergency contact information, a list of allergies, and any pertinent medical information that staff will need during an emergency situation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24000

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Financial Interest Statement Records

CUTOFF: Separation from employment

DESCRIPTION: Files include Personal Financial Disclosure Statements, and supporting documentation, for all agency personnel that are listed as covered employees per 105.483-492 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Original at the Missouri Ethics Commission.

DISPOSITION ACTION: Destroy

SERIES: 21540

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Forms Management Records

CUTOFF: WSO

DESCRIPTION: Records include blank templates of forms designed by the agency. Records provide prior history of the agency's business processes and may be necessary for legal purposes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: If the form template is part of an instruction manual or guideline for current agency procedures see, Series 21514 Procedure Guidelines and Manuals.

DISPOSITION ACTION: Destroy

SERIES: 23979

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: General Correspondence - Elected Officials and Department Directors

CUTOFF: Completion of term of office or tenure

DESCRIPTION: Documents of a general nature that were created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21530

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: General Correspondence - Transitory

CUTOFF: WSO

DESCRIPTION: Drafts or other documents having short-term value and which are not an integral part of administrative or operational records file; not required to sustain administrative or operational functions; not regularly filed under a standard records classification system; not required to meet statutory obligations; and recorded only for the time required for completion of actions.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21532

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: General Correspondence-Agency Personnel

CUTOFF: EOSFY

DESCRIPTION: Documents of a general nature that were created or received pursuant to law, or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency); documents relating to the creation or editing of forms, daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21531

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: ID Badge Information

CUTOFF: Separation of employment

DESCRIPTION: Information sheet filled in by all State of Missouri employees, along with any supporting documentation, that is used to designate what type of id, or security badge is issued to an employee.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Agency copy. Official copy kept with the Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23406

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Internal Audits - Report

CUTOFF: EOSFY in which audit completed

DESCRIPTION: Audit reports and related documents generated through internal audits regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21542

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Internal Audits - Work Papers

CUTOFF: EOSFY in which audit completed

DESCRIPTION: Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21543

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Internal Updates

CUTOFF: EOSFY

DESCRIPTION: Information submitted by sections within an agency to agency heads at defined times such as quarterly, annually, or biannually. Information may include, but is not limited to goals, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. This information may feed into official reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Official Reports record series number is 21516.

DISPOSITION ACTION: Destroy

SERIES: 23147

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Legislative Tracking Files

CUTOFF: EOSFY in which legislative initiative is completed or abandoned

DESCRIPTION: Records that document the development and monitoring of legislation, which may have an impact on an agency's programs or policies. May include but is not limited to proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, legal research and attorney notes, drafts, committee reports, agendas, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21528

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Mailing Lists

CUTOFF: When superseded or outdated

DESCRIPTION: Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21538

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Minutes - Agency Staff/Committee Minutes

CUTOFF: EOSFY

DESCRIPTION: Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21527

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Minutes - Official State Committees, Commissions, Boards, and Councils

CUTOFF: EOSFY

DESCRIPTION: Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, and other supporting documents.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21525

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Minutes - Verbatim Recordings

CUTOFF: Approval of transcription

DESCRIPTION: Recordings of meetings made exclusively for note-taking, preparation of minutes, records of action, or transcription of official meetings or proceedings.

RETENTION: Years: 0 Months: 0 Days: 90

NOTES: Minutes can be in stenographic, audio, video, handwritten, or digital format.

DISPOSITION ACTION: Destroy

SERIES: 21526

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: News Releases

CUTOFF: EOY in which released to media

DESCRIPTION: Records of information officially released to the media for dissemination to the public.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21519

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Official Reports

CUTOFF: End of Calendar Year

DESCRIPTION: Official reports are a published statement by a state agency issued at specific intervals (such as annual or biannual) describing the agency's operations and progress and possibly containing a statement of its future plans, or a formal written account of an investigation given by the agency or organization delegated to make the investigation. Reports may also include a description of the previous year's activities, mission, goals, revenue, expenditures or savings, employee information, or any other statistical information germane to the organization or program.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Additional copies should be sent to agencies described in 181.100 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21516

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Photographs

CUTOFF: Completion of project or event

DESCRIPTION: Records in this category can include photographic images recorded in a variety of media: prints, negatives, slides, and electronic files. Most photographic records are produced as a part of other record series, and so should be retained as required for other records in that series. All photographs, however, may have some historical research value. Before destroying any photographic records, agencies should contact the Visual Materials Archivist at the Missouri State Archives for consultation and review.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21520

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Policy and Planning Records

CUTOFF: EOSFY in which superseded

DESCRIPTION: Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21512

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Policy and Planning Supporting Documentation

CUTOFF: EOSFY in which final version published

DESCRIPTION: Material used in the development of policies and plans of an agency. May include but is not limited to drafts, research notes, and related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21513

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Procedure Guidelines and Manuals

CUTOFF: EOSFY in which superseded

DESCRIPTION: Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include, but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, forms, lists of codes and desk manuals. Record copy maintained by the issuing office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21514

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Public Information Requests and Documentation

CUTOFF: End of calendar year in which final response provided

DESCRIPTION: Requests from the public for information pursuant to RSMo 610 (Missouri Sunshine Law) and documentation of the response.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21524

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Public Meeting Notice

CUTOFF: EOSFY

DESCRIPTION: Public notices of meetings under RSMo 610.010 (5), Missouri Sunshine Law.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21523

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Publication Working Files

CUTOFF: Completion of project

DESCRIPTION: Working documents of publications such as brochures, pamphlets, posters and books that are produced for wide distribution inside or outside an agency. Records include, but are not limited to, work books, galley proofs, current manuscripts, final page proofs, layouts, and submissions.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24075

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Publications

CUTOFF: End of Calendar Year

DESCRIPTION: Documents printed or otherwise produced for wide distribution inside or outside an agency. Records may include, but are not limited to, brochures, pamphlets, posters, books, handbooks, and maps.
Notes: Upon publication, a copy should be sent to the Missouri State Library per 181.110 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21517

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Records Management Documentation - Disposition Approval Forms

CUTOFF: EOSFY in which final disposition of the subject records occurs

DESCRIPTION: Documentation generated from the records tracking system used to obtain approval for the destruction, or the transfer to the Missouri State Archives of records stored in the State Records Center.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21535

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Records Management Documentation - Disposition Verification Notice

CUTOFF: EOSFY

DESCRIPTION: Reports notifying state agencies of the destruction, or transfer of records stored in the State Records Center.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21536

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Records Management Documentation - Records Center Transmittals

CUTOFF: June 20, 2008

DESCRIPTION: Documentation of transfer of records to the State Records Center for storage.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21534

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Records Management Documentation-State Records Commission Approval Form

CUTOFF: Missouri State Records Commission approval of revised series

DESCRIPTION: This document, approved by the Missouri State Records Commission, grants the agency the authority to dispose of records having met their retention requirements. Created pursuant to 109 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Agency Copy. Originals in Records Management Division of the Office of the Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 21533

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Speeches - Elected Officials and Executive Level

CUTOFF: Completion of term of office or tenure

DESCRIPTION: Final copies of speeches given by elected officials, agency directors, deputy directors, or division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics. Records may include, but are not limited to, recordings of the speech in any form, audio-visual content, talking points, or briefing materials accompanying the speech.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21521

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Speeches - Non-Executive Level

CUTOFF: EOSFY

DESCRIPTION: Final copies of speeches given by employees below the agency director, deputy director, or division director-level. Speeches may concern program procedure, work activities, or related topics. Records may include, but are not limited to, talking points and briefing materials accompanying the speech.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21522

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Surveys

CUTOFF: End of Calendar Year

DESCRIPTION: Documents evaluating constituent satisfaction with state programs or services. Records are used to assess the quality and effectiveness of services provided by state agencies. Records include, but are not limited to, survey responses, aggregate survey data, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24533

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Administrative Operations

Sub-Section:

TITLE: Training Materials

CUTOFF: When superseded or obsolete

DESCRIPTION: Records related to training sessions, courses, or workshops taught by agency personnel. Records include, but are not limited to, syllabi, handouts, lesson plans, attendance logs, evaluations, notes, and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Does not supersede agency series with longer retention period. See series 21568 for employee training attendance records.

DISPOSITION ACTION: Destroy

SERIES: 23371

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Visitors Logs

CUTOFF: EOSFY

DESCRIPTION: Documentation of registration of non-agency personnel and visitors into the agency's building and/or office area. Information may include but is not limited to date and time visitor checked in and out, visitor name, reason for visit, agency contact name, and badge identification number.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21539

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: Resolution or dismissal

DESCRIPTION: Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Copies. Originals retained by Administrative Hearing Commission.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21595

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Agency Counsel Legal Opinions

CUTOFF: EOSFY in which opinion is rendered

DESCRIPTION: Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel or retained legal counsel.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21588

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Attorney General Legal Opinions

CUTOFF: Completion of incident or trial related to opinions

DESCRIPTION: Legal opinion prepared by the Attorney General of Missouri for other state agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Originals in Attorney General's Office.

DISPOSITION ACTION: Destroy

SERIES: 21587

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Bids or Proposals - Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to contracted proposals for state- or federally-funded projects or purchases. Records kept per 2 CFR 200.333 and 34.120 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: For grant-related records, see series 21559 or 21560.

DISPOSITION ACTION: Destroy

SERIES: 21592

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Bids or Proposals - Not Awarded

CUTOFF: EOSFY in which contract is awarded

DESCRIPTION: Records related to contractors' rejected proposals for state- or federally-funded projects or purchases. Records kept per 2 CFR 200.333 and 34.120 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For grant-related records, see series 23998 or 23999.

DISPOSITION ACTION: Destroy

SERIES: 21593

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Contracts - Financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state and involves money, real estate, or deeds, per RSMo 516.110.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21590

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Contracts - Non-financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21591

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Labor Relations Files

CUTOFF:EOCY

DESCRIPTION: Correspondence and supporting documentation referencing historical issues involving investigations and determinations between labor organizations and state agencies. Records are used for research and to create proposals that are written per Sections 105.510 through 105.520 RSMo., Article 1 Section 29 of the Missouri State Constitution, and Governor's Executive Order 01-09.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24068

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Legal Files

CUTOFF:EOSFY in which resolved or adjudicated.

DESCRIPTION: Documentation arising through the preparation, litigation, and settlement of legal cases or other legal proceedings closed on or after July 1, 2016. Records maintained pursuant to Missouri Supreme Court Rule 4-1.22.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24546

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Legal Precedent and Consent Decree Records

CUTOFF: Close of case

DESCRIPTION: Records of court cases in which the ruling has set a legal precedent or consent decree for an agency thereby affecting the agency's organization, programs, policies, or procedures. Records include, but are not limited to, compliance reports, committee recommendations, corrective action plans, training materials, incident reports, monitoring reports, and related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24530

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: Memoranda of Understanding or Agreement

CUTOFF: Expiration of memorandum of understanding or agreement

DESCRIPTION: Legal documents representing understandings between different offices of state government with other state offices, federal offices, or other entities.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21594

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Affirmative Action Plan - Agency

CUTOFF: WSO

DESCRIPTION: Agency copy of state affirmative action plan, written in accordance with the Affirmative Action Program, Governor’s Executive Orders, applicable federal and state laws and regulations, and the principles of affirmative action and equal employment opportunity.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22947

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Americans with Disabilities Act Files - Action Taken

CUTOFF: Completion of final personnel action or termination

DESCRIPTION: Records regarding Americans with Disabilities Act (ADA) compliance in which an accommodation has been made. Records include, but are not limited to, application forms, requests for reasonable accommodation, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship. Records kept per 29 CFR Section 1602.31.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: Information regarding the medical history of an applicant or employee must be kept separately from personnel files and be treated as confidential medical records per 29 CFR Section 1630.14(b)(1).

DISPOSITION ACTION: Destroy

SERIES: 24071

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Americans with Disabilities Act Files - No Action Taken

CUTOFF: Completion of final personnel action or termination

DESCRIPTION: Records regarding Americans with Disabilities Act (ADA) compliance where no action is taken. Records include, but are not limited to, application forms, requests for reasonable accommodation, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship. Records kept per 29 CFR Section 1602.31.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Information regarding the medical history of an applicant or employee must be kept separately from personnel files and be treated as a confidential medical records per 29 CFR Section 1630.14(b)(1).

DISPOSITION ACTION: Destroy

SERIES: 24072

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Annual Delinquent Tax Check Report

CUTOFF:EOCY

DESCRIPTION: Report from the Department of Revenue listing tax filing status of all current employees. All state employees must be current with state taxes to be employed with the state of Missouri. RSMo 105.262. Checks are made annually for a 3-year period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21576

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Classification Questionnaires

CUTOFF:WSO

DESCRIPTION: The Position Description Forms (PDF) completed by all classified employees used to assist with the proper allocation and classification of Uniform Classification and Pay (UCP) positions.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Agency copy. Originals maintained by Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23145

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Discipline Files - Work Papers

CUTOFF: Separation of employment

DESCRIPTION: Supporting documentation of the agency's discipline of an employee. The records are used to provide support for any possible termination decisions.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23978

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Drug and Alcohol Testing Results - Negative or Cancelled

CUTOFF:EOCY

DESCRIPTION: Records pertaining to the pre-employment, reasonable suspicion, or random drug and alcohol testing of individuals in which results are negative or cancelled. Records include, but are not limited to, negative or cancelled drug or alcohol test results with a concentration of less than 0.02. Records maintained per 49 CFR 40.333.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24105

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Drug and Alcohol Testing Results - Positive or Refused

CUTOFF:EOCY

DESCRIPTION: Records pertaining to the pre-employment, reasonable suspicion, or random drug and alcohol testing of individuals in which results are positive or testing is refused. Records include, but are not limited to, verified positive drug testing results, Substance Abuse Professional (SAP) reports, alcohol test results with a concentration of 0.02 or greater, follow-up tests, schedules for follow-up tests, and documentation of refusals to take required alcohol or drug tests including substituted or adulterated test results. Records maintained per 49 CFR 40.333.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24106

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Drug and Alcohol Testing Results - Previous Employers

CUTOFF:EOCY

DESCRIPTION: Information obtained from previous employers concerning drug and alcohol test results of individuals. Records include, but are not limited to, an individual's written consent to access records, verified positive drug tests, alcohol tests with a result of 0.04 or higher, follow-up tests, refusals to be tested, and documentation of employees' successful completion of return-to-duty requirements. Records collected per 49 CFR 40.25 and maintained per 49 CFR 40.333.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24107

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Employee Background Checks - Hired

CUTOFF: Separation from employment

DESCRIPTION: Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21574

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Employee Background Checks - Not Hired

CUTOFF: End of state fiscal year in which position closed

DESCRIPTION: Records related to the investigation of a job applicant's personal background that may, or may not, result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21575

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Employee Evaluations

CUTOFF: EOSFY in which evaluation completed

DESCRIPTION: Records resulting from periodic assessment of employees' performance. These are used to help employees and managers prepare for future performance.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21577

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Employment Application - Not Hired

CUTOFF: End of state fiscal year in which position closed

DESCRIPTION: Completed employment applications of applicants who are not hired. Information may include applicant's name, address, position applied for, educational background, and work experience. Records include, but are not limited to, application, resume, recommendation or cover letters, interview questions, interviewer notes and other related material.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: See series 21568 for applications of hired individuals.

DISPOSITION ACTION: Destroy

SERIES: 21573

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Employment Verifications

CUTOFF: End of Calendar Year

DESCRIPTION: Records created or received in response to inquiries by prospective employers, governmental agencies, or outside entities to verify that an individual is or was employed. Records include, but are not limited to, employment verification forms.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24539

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Equal Employment Opportunity Complaint Files - Charges Filed

CUTOFF: Final resolution of charge or action

DESCRIPTION: Equal Employment Opportunity (EEO) Complaint Files consist of documents related to charges brought against the agency or agency employees on complaints of discrimination. Records include, but are not limited to, documentation of complaint, testimonies, internal memoranda, and related correspondence. Records kept per 29 CFR Section 1602.31.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24073

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Equal Employment Opportunity Complaint Files - Charges Not Filed

CUTOFF: Documentation of incident

DESCRIPTION: Equal Employment Opportunity (EEO) Complaint Files consist of documents related to allegations of discrimination brought against the agency or agency employees. Records include, but are not limited to, documentation of complaint, testimonies, internal memoranda, and related correspondence. Records kept per 29 CFR Section 1602.31.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24074

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Evidential Breath Testing Quality Assurance Records

CUTOFF: EOCY

DESCRIPTION: Records of the inspection, maintenance, and calibration of Evidential Breath Testing (EBTs). Records include, but are not limited to, instrument certificates, analyst worksheets, checklists, instrument printouts, calibration notes and observations, deviation requests, Quality Action Plans (QAPs), and calibration reports. Records maintained per 49 CFR 40.333.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24108

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Exit Interviews

CUTOFF:EOCY

DESCRIPTION: Records created during an exit interview including, but not limited to surveys, questionnaires, employer notes and supporting documentation. Documents are used to improve employee retention, reduce turnover and create internal reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23404

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Fit for Duty Files

CUTOFF: Separation from employment

DESCRIPTION: Documentation of employee's work-related medical history. These records must be kept in a separate location from employee personnel records as required by HIPAA (45 CFR Parts 160) and the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician statements, release consent forms, and related correspondence. Includes fit for duty test results for work related and personal injuries or illnesses. Includes records of work simulation tests performed and results.

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 23790

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Foreign Labor Certification Public Access File (PAF)

CUTOFF: Separation from employment

DESCRIPTION: A PAF is created pursuant to 20 CFR 655.760, which requires employers of temporary (nonimmigrant) foreign workers to make labor condition applications (LCA) and supporting documentation available for public examination. Records include, but are not limited to: a copy of the certified LCA; proof that workers were paid the prevailing wage; a full, clear explanation of how prevailing wage was determined; proof of union/employee notification as described in 20 CFR 655.734; a summary of the benefits offered to U.S. workers in the same occupational classifications as foreign workers; and any other required documentation as described in 20 CFR 655.760.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Records can be destroyed one year from expiration or withdrawal of the LCA if no foreign workers were employed.

DISPOSITION ACTION: Destroy

SERIES: 24541

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Foreign Labor Certification Records

CUTOFF: Approval, denial, or withdrawal of certification

DESCRIPTION: Records required for the authorization to hire foreign-born workers on a temporary or permanent basis. Records are used as evidence of compliance with 20 CFR 655 and 20 CFR 656. Records include, but are not limited to, copies of all forms and documents submitted to U. S. Citizenship and Immigration Services (USCIS), any relevant communications from USCIS, and copies of foreign workers' pay stubs.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Form I-9 is maintained under series 21570.

DISPOSITION ACTION: Destroy

SERIES: 24540

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Grievance Files

CUTOFF: EOSFY grievance resolved

DESCRIPTION: Records documenting grievances filed against state agencies or employees. May include, but not limited to, original grievances, investigative reports, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decisions rendered.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21585

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Harassment and Workplace Violence Claims

CUTOFF: Separation of employment

DESCRIPTION: Records include, but are not limited to office copy of original claim (original in personnel file), statements and inquiry notes. Records are used to document any claims of harassment in the workplace.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Original claim is kept in Series 21568 Personnel Files - Official Record. If claim goes to court an additional copy may also be filed in Series 21589 Legal Files.

DISPOSITION ACTION: Destroy

SERIES: 23977

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: I-9 Files

CUTOFF: Separation from employment

DESCRIPTION: Records include I-9 and related documentation to confirm an employee's eligibility for legal employment. Records kept per 8 CFR 274a.2.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Once employment ends, I-9 form must be retained for three years after the date of hire, or one year after the date employment ends, whichever is later. Must be filed separately from employee personnel files.

DISPOSITION ACTION: Destroy

SERIES: 21570

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Incident Files - No Claim Filed

CUTOFF: End of state fiscal year

DESCRIPTION: Records documenting accident and injury incidents that occur in the workplace and do not result in a claim. Records include, but are not limited to, incident reports, occupational injury report and investigation records, employee identification and physical assessment forms, and related documentation or correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: See series 21584 for records of workplace injury incidents in which a claim is filed.

DISPOSITION ACTION: Destroy

SERIES: 21582

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Incident Files- Hazardous Exposure

CUTOFF: Separation of employment

DESCRIPTION: Documentation of employee's work-related medical history related to exposure to hazardous materials. These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21583

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Internship Files

CUTOFF: End of internship

DESCRIPTION: Records include, but are not limited to application for internship, interview notes, and reports for the college or university if necessary.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23982

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Job Announcements

CUTOFF: EOSFY in which vacancy is filled or closed

DESCRIPTION: Announcements concerning job openings in state government. Information includes, but is not limited to title of position, salary or grade range, location, department/division, job description, merit system classification, date and instructions for application.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21571

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Job Descriptions

CUTOFF: WSO

DESCRIPTION: Records include, but are not limited to title of position, salary, step, range, location, department/division, job skills, education requirements and merit system classification.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Agency copy. Official copy kept with the Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23402

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Merit System Register Certificates

CUTOFF: EOY in which position filled

DESCRIPTION: Documentation of Merit hiring process. A certificate exists for all merit positions. Merit certificates are pulled when hiring for vacant positions. The records are used while posting, interviewing and hiring Merit staff and are maintained for procedural compliance review purposes.

RETENTION: Years: 0 Months: 0 Days: 90

NOTES: Agency copy. Original, with notes, must be returned to the Office of Administration, Division of Personnel.

DISPOSITION ACTION: Destroy

SERIES: 23146

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Personnel Action Request (PAR)

CUTOFF: EOSFY in which position is filled

DESCRIPTION: Official descriptions of vacant positions. Includes, but is not limited to position name, responsibilities, and pay ranges filed with human resources for the purpose of filling a vacancy.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21578

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Personnel Files - Official Record

CUTOFF: Separation from employment

DESCRIPTION: Official documentation of employment history for state employees. Includes dates of hire, rehire, and reason for separation. Records may include, but are not limited to, application, resume, merit testing, personnel actions, applications for insurance and benefits, and training records. At time of cutoff personnel files may be replaced with a summary card, which is retained in lieu of the original file. Summary cards contain the following pertinent information condensed from the personnel file: appointments, resignations, promotions, salary history, years of service, and all accumulated sick leave.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21568

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Personnel Files - Other

CUTOFF: Separation from employment

DESCRIPTION: Operational unit copy of personnel records. This can be either a copy of the official documentation of an employee's state employment history, or a copy of a summary card condensed from that information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21569

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Recruitment Records

CUTOFF: EOSFY

DESCRIPTION: Records concerning the agency's efforts to fill open positions, including, but not limited to advertising information, job fair participation and online postings.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23405

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Time and Attendance Files - Extended Medical Leave

CUTOFF: End of state fiscal year

DESCRIPTION: Records of extended medical leave taken by an employee for personal or family-related emergencies. Records include, but are not limited to, employee share leave requests, Family and Medical Leave Act (FMLA) notices of leave, medical certifications or histories of employee or employee's family, basic payroll and identifying data, dates or hours of leave, benefit notices or payments, and dispute records.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Records maintained separately from other personnel files pursuant to 29 CFR 825.500(g) and 29 CFR 1630.14(c)(1) to ensure confidentiality.

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 23148

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Time and Attendance Files - Not Paid with Federal Funds

CUTOFF: EOSFY

DESCRIPTION: Records include, but are not limited to entries of time, requests for leave, requests for compensatory time, leave balance reports and evidence of employee and supervisory approval. This information is used for timekeeping and payroll.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Information in the State of Missouri Accounting System is not considered the official record. All source documentation must be retained for a state audit.

DISPOSITION ACTION: Destroy

SERIES: 21579

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Time and Attendance Files - Paid with Federal Funds

CUTOFF: EOFFY

DESCRIPTION: Records include, but are not limited to entries of time, requests for leave, requests for compensatory time, leave balance reports and evidence of employee and supervisory approval. This information is used for timekeeping and payroll.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Information in the State of Missouri Accounting System is not considered the official record. All source documentation must be retained for audit.

DISPOSITION ACTION: Destroy

SERIES: 24008

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Unemployment Claim Files

CUTOFF: EOY in which eligibility determined

DESCRIPTION: Records include official letter from Division of Unemployment confirming former employee's salary, dates of services and funding source. Records also include the agency's response letter and copies of any supporting documentation from the employee's personnel file.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23434

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

TITLE: Volunteer Files

CUTOFF: End of volunteer service

DESCRIPTION: Records include, but are not limited to application for volunteer position, interview notes and work statistics.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23983

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Workers Compensation Claim Files

CUTOFF: Resolution of claim

DESCRIPTION: Records of workers compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Includes incident files and other supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Originals kept by the Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 21584

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Applicant Grant Files - Not Awarded

CUTOFF: End of state fiscal year in which grant not awarded

DESCRIPTION: Grant proposal documents submitted by an applicant. Records include, but are not limited to, all drafts of proposal, final grant proposals, and responses from an awarding agency.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: For records of grants awarded, see 21559.

DISPOSITION ACTION: Destroy

SERIES: 23998

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Awarding Agency Grant Files - Not Awarded

CUTOFF: End of state fiscal year in which grant not awarded

DESCRIPTION: Documents of grants not awarded submitted to the awarding agency. Records include, but are not limited to, grant application documents submitted to the awarding agency, responses to applicant, and supporting documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For records of grants awarded, see 21560.

DISPOSITION ACTION: Destroy

SERIES: 23999

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Budget Files

CUTOFF: EOSFY

DESCRIPTION: Financial status reports, financial/operating documentation, quarterly allotments, encumbrance requests, and allocations used in administration of an agency's budget.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21547

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Budget Formulation Papers

CUTOFF: EOSFY

DESCRIPTION: Includes budget research, assorted reports and worksheets associated with budget planning and estimated cost for a fiscal year of operations, personnel services, repair, and replacement.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21548

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Cash Receipts

CUTOFF: EOSFY

DESCRIPTION: Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23403

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Check Registers

CUTOFF: EOSFY

DESCRIPTION: Records in a state financial accounting system, whether electronic or paper, that document account activity.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21557

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Current Earnings Report

CUTOFF: EOSFY

DESCRIPTION: Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee organized by administrative unit.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Originals maintained by Office of Administration.

DISPOSITION ACTION: Destroy

SERIES: 21550

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Employee Vendor Information

CUTOFF: Seperation of Employment

DESCRIPTION: Records include, but are not limited to credit card applications, creation of vendor forms and other related material used to set up all necessary state employees as vendors for the State of Missouri.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23806

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Employment Tax Records

CUTOFF: EOFFY

DESCRIPTION: Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21552

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Expense Accounts

CUTOFF: EOSFY

DESCRIPTION: Records documenting funds allocated to individuals or programs for travel or other expenses incurred in the course of business. Not records of actual expenses or records that document actual payments.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21556

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Fiscal Notes

CUTOFF: EOSFY

DESCRIPTION: Official statement prepared by agency concerning impact of proposed legislation. Prepared pursuant to 23.140 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Original with Committee on Legislative Research.

DISPOSITION ACTION: Destroy

SERIES: 21545

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Fiscal Notes - Working Papers

CUTOFF: EOSFY

DESCRIPTION: Supporting documents of statement of fiscal impact prepared by agency on proposed legislation pursuant to RSMo 23.140.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21546

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Grant Files - Awarding Agency

CUTOFF: EOSFY in which grant closes

DESCRIPTION: Records related to grants awarded. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. Project completion has not occurred until all reporting requirements are satisfied and final payments have been made.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For records of grants not awarded, see 23999.

DISPOSITION ACTION: Destroy

SERIES: 21560

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Grant Files - Receiving Agency

CUTOFF: EOSFY in which grant closes

DESCRIPTION: Records related to the expenditure of grant funds received. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For records of grants not awarded, see 23998.

DISPOSITION ACTION: Destroy

SERIES: 21559

SERIES STATUS: Approved

APPROVAL DATE:

1/6/2021

TITLE: Internal Supply Requests

CUTOFF: EOSFY

DESCRIPTION: Original requests received from within an agency for basic office supply items. Records are used to track the office supply cost and usage of sections within an agency.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23980

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Payment and Receival Support Documentation

CUTOFF: End of state fiscal year

DESCRIPTION: Documentation that supports payment or receival and can be used for audit or budget purposes. Records include, but are not limited to, vendor information, purchase orders, original billing invoices, receipts, statements, approval documentation, postage and shipping receipts, warrant or payment requisitions, and related documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21558

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Payroll

CUTOFF: EOSFY

DESCRIPTION: Hours to gross wage reports, time and attendance, activity reports, payroll accounting adjustments, and related documents.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21549

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Payroll Requisition

CUTOFF: EOSFY

DESCRIPTION: Form requesting general revenue funds for meeting payroll obligations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21551

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

TITLE: Revenue Transmittals - Agency Copies

CUTOFF: EOSFY

DESCRIPTION: Forms sent to the Department of Revenue listing amounts received and to be deposited with the State Treasurer.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21553

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: State Auditor Audit Reports

CUTOFF: Completion of audit

DESCRIPTION: Final reports prepared by the State Auditor. The report details and examines an agency's operations and performance.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Original is maintained in the Missouri State Auditor's Office.

DISPOSITION ACTION: Destroy

SERIES: 21544

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: State Printing Requests

CUTOFF: WSO

DESCRIPTION: Agency copy of filled-in order forms for state printing requisitions that include type of paper, color, folding, stapling and other pertinent information related to an agency's print request(s). Forms are retained to ensure consistency and efficiency.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23981

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property & Facilities

Sub-Section:

TITLE: Blueprints of State Owned Buildings

CUTOFF: Transfer of ownership or demolition of building

DESCRIPTION: Design plans for a building owned by the state. Plans include original specifications, any new construction or modification of the building and any capital improvements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy. Original blueprints maintained by Office of Administration per 8.340 RSMo.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21567

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Equipment and Vehicle Ownership Records

CUTOFF: EOSFY in which vehicle or equipment is surplused or destroyed

DESCRIPTION: Documentation of ownership of state equipment and vehicles. Records include, but are not limited to, information about equipment or vehicles such as title, make, license number, and serial or property number.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: See series number 21562 for vehicle and equipment use records, and series number 21565 for vehicle and equipment maintenance records.

DISPOSITION ACTION: Destroy

SERIES: 24069

SERIES STATUS: Approved

APPROVAL DATE: 6/9/2015

TITLE: Equipment and Vehicle Use Records

CUTOFF: EOSFY in which vehicle or equipment is surplused or destroyed

DESCRIPTION: Documentation of use of state owned equipment and vehicles. Use is measured in equipment hours mileage or clock hours.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21562

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property & Facilities

Sub-Section:

TITLE: Equipment Inventory

CUTOFF: WSO

DESCRIPTION: Listing of the agency's fixed assets including, but not limited to computers, furniture or specialized equipment.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21563

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Equipment Maintenance and Repair Records

CUTOFF: EOSFY in which equipment is surplused or destroyed

DESCRIPTION: Documentation of maintenance and repair on state owned or leased equipment performed in-house by the state or performed by an outside contractor.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21565

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Equipment Maintenance Contracts

CUTOFF: EOSFY in which maintenance agreement expires

DESCRIPTION: Agreement reached between a vendor and the agency on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21561

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Property & Facilities

Sub-Section:

TITLE: Excess and Surplus Property Report

CUTOFF: EOSFY

DESCRIPTION: Documentation of excess and surplus property that Surplus Property approves for disposal

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21564

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Lease and Rental Agreements

CUTOFF: EOSFY in which lease expires

DESCRIPTION: Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21566

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Safety Data Sheets

CUTOFF: When Superseded or Obsolete

DESCRIPTION: Documentation of all chemicals used within an agency at a particular time. Records include, but are not limited to, Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS). Records are maintained pursuant to 29 CFR 1910.1020 and 1910.1200.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Records provide employees and their designated representatives access to information on chemicals employees may have be exposed to while working.

DISPOSITION ACTION: Destroy

SERIES: 23144

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Audit Trail Files

CUTOFF: EOSFY

DESCRIPTION: Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21596

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Computer Job Schedules and Reports

CUTOFF: EOSFY

DESCRIPTION: Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21597

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Computer Operations and Maintenance

CUTOFF: LSAD

DESCRIPTION: Correspondence and related material pertaining to the office computer system, technical operation, and maintenance. Includes: schedules, console logs, computer services response time and turnaround time, system upgrade data and operational procedures.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21598

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Computer Utilization and Billing Reports

CUTOFF: EOSFY

DESCRIPTION: Records showing computer use by each division and any charges for space or time.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21601

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Hardware and Software Maintenance Records

CUTOFF: LSAD

DESCRIPTION: Service/maintenance agreements for software and documentation of service, repair, and inspection of computer hardware.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21603

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Online Security Access Records

CUTOFF: EOCY in which access is removed

DESCRIPTION: Records created to control or monitor access to a system and its data that can be used for security purposes, data processing, fiscal audits, or creating user accounts. Records include, but are not limited to, user account records, security logs, password files, user information, reason for requesting access, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24067

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Program Source Code

CUTOFF:LSAD

DESCRIPTION: Automated program code which generates the machine-language instructions used to operate an automated information system.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21604

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Program Technical Documentation

CUTOFF:LSAD

DESCRIPTION: Copy of program code, flowcharts, maintenance log, system and configuration architecture, system change notices and other records that document modifications to computer programs, and operations manuals that identify and interpret the business rules used to store and manage the data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21605

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Project Planning Records - Implemented

CUTOFF:LSAD

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21606

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Project Planning Records - Not Implemented

CUTOFF: EOSFY project cancelled

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21607

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: System Recovery Files

CUTOFF: When Superseded or Outdated

DESCRIPTION: Copies of master files, databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or unintentional loss. Records include, but are not limited to, copies of computer data created at regular intervals or through replication.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Backups are performed on a regular basis and are not intended for retention purposes.

DISPOSITION ACTION: Destroy

SERIES: 21608

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019