



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Annual Report Worksheets

**CUTOFF:** EOSFY

**DESCRIPTION:**

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8509

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Annual Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** One copy filed with Secretary of State - History of the Division of youth Services

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8510

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Boiler Insurance Policy and Inspection Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Paperwork generated for DYS facilities which have boilers

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8490

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Boiler Treatment Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Report received documenting treatment of the boilers at state owned facilities

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8491

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Budget Formulation Papers

**CUTOFF:**EOSFY

**DESCRIPTION:** Backup for documenting budgets

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8506

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Capital Improvement Projects

**CUTOFF:**EOSFY

**DESCRIPTION:** Building Construction plans for projects completed

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8482

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Case Record Index Card File

**CUTOFF:** EOSFY

**DESCRIPTION:** Brief record of youth demographic information

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8517

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Computer Printout of Purged Client Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Client/Intake/Assignment records of past clients who have reached age 26 or older

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8521

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Federal Commitment Invoices

**CUTOFF:** EOFFY

**DESCRIPTION:** Money received from Federal Government to pay for a person to stay in the institution

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8502

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Federal Educational grants Title I and Title II

**CUTOFF:** EOFFY

**DESCRIPTION:** Vocational program for disadvantaged and handicapped

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8516

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Incident Reports

**CUTOFF:** EOCY

**DESCRIPTION:** Critical Incident Reports involving youth and/or employees

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8522

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Individual Case Records

**CUTOFF:** EOCY

**DESCRIPTION:** Records of discharged students, sent from Regional Office after combining Youth Counselor and Facility File

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8518

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Interstate Compact Cases

**CUTOFF:**EOCY

**DESCRIPTION:** Request for services supervision of a delinquent coming in from another state which has jurisdiction. (retain 6 years in-house then destroy)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8483

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Juvenile Court Diversion Records

**CUTOFF:**EOCY

**DESCRIPTION:** Files to include project description, contract between Division of Youth Services and juvenile court, amendments to contract (if any), project monitoring report, and annual summary report including individual identifying data for youth served.

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

**NOTES:** The Juvenile Court Diversion Program improves the ability of the local courts to provide early intervention services to first time offenders to stop their delinquent behaviors and diverts at-risk youth from commitment to the Division of Youth Services.

**DISPOSITION ACTION:** Destroy

**SERIES:** 8494

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Missouri Statewide Justice Report

**CUTOFF:**EOSFY

**DESCRIPTION:** Copy - Original kept in Court of Original Jurisdiction

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8512

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Notices of Contract Awards

**CUTOFF:** EOSFY

**DESCRIPTION:**

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8503

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Per Capita Cost Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Cost of operation increases listed as general information

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8511

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Program and Expenditure Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Report of fiscal activity

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8508

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Public School Retirement Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Teachers retirement records which are sent to teachers retirement system

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8500

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Rental Property Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Card file Containing leasor, rate of payment, size, terms of lease,

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8507

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Roofing Bonds

**CUTOFF:** EOSFY

**DESCRIPTION:** Guarantee of performance of the roof

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8492

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** School Attendance Records

**CUTOFF:**EOCY

**DESCRIPTION:** Daily attendance reports and average daily attendance

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8520

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** School records and Vocational School Records

**CUTOFF:**EOSFY

**DESCRIPTION:** Records of closed facilities. should be transferred to Central Office

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8519

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Special Reports to Federal Agencies

**CUTOFF:**EOCY

**DESCRIPTION:**

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8513

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996





**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

**TITLE:** Specifications and Blue Prints of Buildings

**CUTOFF:** WSO

**DESCRIPTION:** Building information for state owned properties

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8484

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996