## Rules of Elected Officials
### Division 30—Secretary of State
### Chapter 45—Records Management

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Title 15—ELECTED OFFICIALS  
Division 30—Secretary of State  
Chapter 45—Records Management

15 CSR 30-45.010 State Records  
(Rescinded September 30, 2019)

Original rule filed Aug. 25, 1989, effective  
Feb. 11, 1990. Rescinded: Filed March 20,  

15 CSR 30-45.020 Local Records  
(Rescinded September 30, 2019)

AUTHORITY: sections 109.241 and 109.255,  
RSMo 1986. Original rule filed Aug. 25,  
1989, effective Feb. 11, 1990. Rescinded:  
Filed March 20, 2019, effective Sept. 30,  
2019.

15 CSR 30-45.030 Local Records Grant Program Administration  
PURPOSE: This rule outlines the process of  
administering the grants-in-aid program for  
local records preservation through the Office  
of the Secretary of State.

(1) The local records grant program provides  
financial assistance to local government officials  
to support records management and  
preservation efforts, particularly for records of  
permanent retention.

(A) Eligible applicants include all local  
government entities supported by a tax levy.

(B) Ineligible applicants include:
1. Individuals;
2. State agencies (local public records  
housed by state agencies may be included in  
a grant application that is submitted and  
administered by the local official who has  
antiquary authority over the records);
3. Private organizations (local public records  
housed by private organizations may  
be included in a grant application that is  
submitted and administered by the local official  
who has statutory authority over the records);

(C) Procedures and Evaluation of Applications.
1. The Missouri Historical Records  
Advisory Board (MHRAB) recommends  
grant—
   A. Activities, requirements, and  
objectives;  
   B. Cost-sharing contributions, budget  
structure, payment benchmarks, and accounting  
guidelines; and  
   C. Calendars.

2. The MHRAB reviews and evaluates  
grant applications and recommends funding  
levels for award to the secretary of state.

3. The process to be followed in writing  
and submitting a grant proposal are found in  
the Missouri Local Records Preservation  
Grant Program Guidebook and Application.  
All applicable guidelines, procedures, and  
standards relating to the local records preser-  
vation grants-in-aid program are detailed in  
Missouri Local Records Preservation Grant  
Program Guidebook and Application and the  
Guidelines for Microfilming Public Records.

A. Any interested person may obtain  
the most current version of Local Records  
Preservation Grant Program Guidebook and  
Application from the secretary of state website:  

B. The most current version of Guidelines  
for Microfilming Public Records are available  
from the secretary of state website:  

C. Calendars.

4. The current Guidebook and Application  
and the Guidelines for Microfilming  
Public Records may be accessed on the  
secretary of state website:  

AUTHORITY: section 59.319, RSMo 2016,  
Emergency rule filed June 19, 1991, effective  
rule filed June 19, 1991, effective Oct. 31,  
1991. Amended: Filed Nov. 6, 1991, effective  
May 14, 1992. Rescinded and readopted:  
Rescinded and readopted: Filed Jan. 18,  
2002, effective July 30, 2002. Amended:  
30, 2015. Amended: Filed July 1, 2019, effective  

*Original authority: 59.319, RSMo 1969, amended 1989,  

15 CSR 30-45.040 Missouri Historical Records Advisory Board (MHRAB) Grant Program Administration  
PURPOSE: This rule outlines the authority of  
the grants-in-aid program for historical records  
preservation through the Office of the  
Secretary of State.

PUBLISHER’S NOTE: The secretary of state  
determined that the publication of the entire  
text of the material which is incorporated  
by reference as a portion of this rule would be  
unduly cumbersome or expensive. This  
material as incorporated by reference in  
this rule shall be maintained by the agency  
at its headquarters and shall be made available  
to the public for inspection and copying at  
no more than the actual cost of reproduction.  
This note applies only to the reference mate-  rial. The entire text of the rule is printed  
here.

(1) The Missouri Historical Records Grant  
Program, provides financial assistance to  
historical records repositories to support  
cooperative strategies, education for records  
keepers, and preservation and expanded access  
to records.

(A) Eligible applicants include historical,  
ethnic, and religious societies, museums,  
libraries, colleges, universities, and others  
whose archival collections or records of his- 
torical value are open to the public on equal  
terms for everyone.

(B) Procedures and Evaluation of Applications.
1. The Missouri Historical Records  
Advisory Board (MHRAB) recommends  
grant—
   A. Activities, requirements, and  
objectives;  
   B. Cost-sharing contributions, budget  
structure, payment benchmarks, and accounting  
guidelines; and  
   C. Calendars.

2. The MHRAB reviews and evaluates  
grant applications and makes awards in the  
program.

3. The process to be followed in writing  
and submitting a grant proposal is found in  
the Missouri Historical Records Grant Program  
Guidelines and Application which can be  
found on the secretary of state website:  
www.sos.mo.gov.
