



**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

PURPOSE: The director of records management and archives service under the direction of the secretary of state and the State Records Commission administers Missouri's State Records Law, Chapter 109, RSMo. The director may establish standards, procedures and techniques for the effective management of records. This rule describes the general organization and functions of the Records Management and Archives Service division of the Office of the Secretary of State regarding state records to comply with the requirements of section 536.023, RSMo 1986.

PUBLISHER'S NOTE: The secretary of state has 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. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) The Records Management and Archives Division fulfills the statutory duty of the secretary of state for the management and safekeeping of state records. This division provides for the efficient and economical application of management and archival methods to the creation, utilization, maintenance, retention, preservation and disposal of state official records. The division is divided into two (2) areas, each with separate but interrelated tasks.

(A) The Records Management division helps state agencies handle current records and documents.

(B) The Archives division preserves historical documents and makes them available to the public.

(C) Both areas are housed in the Records and Archives Center located at 600 West Main, Jefferson City, MO 65101. The phone number is (314) 751-3319.

(2) Participants of the state records management program include all state agencies organized under the 1974 Reorganizational Act

with the exception of the University of Missouri, the Missouri General Assembly and the Missouri court system. Over nine hundred (900) state agencies are currently being assisted by the program.

(3) The state records management program assists government agencies in a variety of ways by establishing a records retention schedule; providing storage for semi-active and inactive records, overseeing the destruction of unneeded records and providing microfilming services. Copies of agency record retention schedules may be obtained at the Office of the Secretary of State.

*AUTHORITY: section 109.230, RSMo 1986. * Original rule filed Aug. 25, 1989, effective Feb. 11, 1990.*

**Original authority: 109.230, RSMo 1968, amended 1972, 1978.*

15 CSR 30-45.020 Local Records

PURPOSE: The director of Records Management and Archives Service under the direction of the secretary of state and the local records board administers Missouri's Local Records Law. The director may establish standards, procedures and techniques for the effective management of records. This rule describes the functions of the Records Management and Archives Service division of the Office of the Secretary of State regarding local records to comply with the requirements of section 536.023, RSMo 1986.

PUBLISHER'S NOTE: The secretary of state has 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. Therefore, the material which is so incorporated is on file with the agency who filed this rule, and with the Office of the Secretary of State. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction. The entire text of the rule is printed here. This note refers only to the incorporated by reference material.

(1) The Records Management and Archives Division fulfills the statutory duty of the secretary of state for the management and safekeeping of local records. It provides for the efficient and economical application of management and archival methods to the creation, utilization, maintenance, retention,

preservation and disposal of official records of local governments.

(2) Participants of the local records management program include counties, municipalities and other political subdivisions.

(3) The local records management program assists local governments by providing on-site visits and establishing records retention manuals. Copies of local records' schedules can be obtained at the Office of the Secretary of State.

*AUTHORITY: sections 109.241 and 109.255, RSMo 1986. * Original rule filed Aug. 25, 1989, effective Feb. 11, 1990.*

**Original authority: 109.241, RSMo 1972 and 109.255, RSMo 1972, amended 1986.*

15 CSR 30-45.030 Local Records Grant Program Administration

PURPOSE: This rule outlines the authority of the grants-in-aid program for local records preservation through the Office of the Secretary of State.

(1) The local records grant program, administered by the Office of the Secretary of State, provides financial assistance to local government officials to support records management and preservation efforts, particularly for records of permanent retention. This grants-in-aid program is a significant effort in the overall mission of the agency to enhance the quality of archival preservation and public access to records of enduring value.

(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 statutory 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);
4. Federal agencies.

(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;

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 *Local Records Preservation Program Guidebook and Application*. All applicable guidelines, procedures and standards relating to the local records preservation grants-in-aid program are detailed in *Local Records Preservation Program Guidebook and Application* and the *Guidelines for Local Records Microfilming*.

A. Any interested person may obtain the most current version *Local Records Preservation Program Guidebook and Application* from either the Local Records Program, PO Box 1747, Jefferson City, MO 65102, 573-751-2798, or as of January 2004 the Secretary of State website: www.sos.mo.gov/archives/localrecs/grants/.

B. Paper copies of the most current version *Guidelines for Local Records Microfilming* are available from the Local Records Program, PO Box 1747, Jefferson City, MO 65102, 573-751-2798.

AUTHORITY: sections 59.319 and 109.221, RSMo 2000. Emergency rule filed June 19, 1991, effective June 29, 1991, expired Oct. 28, 1991. Original rule filed June 19, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 6, 1991, effective May 14, 1992. Rescinded and readopted: Filed July 27, 1999, effective Feb. 29, 2000. Rescinded and readopted: Filed Jan. 18, 2002, effective July 30, 2002. Amended: Filed Jan. 24, 2003, effective July 30, 2003.*

**Original authority: 59.319, RSMo 1969, amended 1989, 1994 and 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998.*

15 CSR 30-45.040 Missouri Historical Records Advisory Board (MHRAB) Regrant 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.

(1) The Missouri Historical Records Grant Program, administered by the Office of the Secretary of State, on behalf of the Missouri Historical Records Advisory Board, provides financial assistance to historical records repositories to support cooperative strategies,

education for records keepers, and preservation and expanded access to records. This grants-in-aid program is a significant effort in the overall mission of the agency to enhance the quality of archival preservation and public access to records of historical value.

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

(B) Local government entities are ineligible as the Local Records Preservation Program (initiated in 1991) offers direct help for records preservation and management to all jurisdictions supported by tax levies.

(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;

C. Calendars.

2. The MHRAB reviews and evaluates 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 2003-2004* available on the secretary of state website: www.sos.mo.gov. Paper copies are available from the Missouri Historical Records Grant Program, PO Box 1747, Jefferson City, MO 65102, (573) 751-4303.

AUTHORITY: sections 109.221.3 and 109.221.5, RSMo 2000. Original rule filed Oct. 6, 2000, effective April 30, 2001. Rescinded and readopted: Filed Oct. 6, 2003, effective April 30, 2004.*

**Original authority: 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998.*