



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Records

**TITLE:** Criminal History Checks - negative results

**CUTOFF:** Completion of check

**DESCRIPTION:** MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22992

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Criminal History Checks - positive results

**CUTOFF:**EOCY

**DESCRIPTION:** MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9199

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



### Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Records

**TITLE:** Criminal History Dissemination Log

**CUTOFF:** Completion of audit by Missouri State Highway Patrol

**DESCRIPTION:** Log kept by all MULES (Missouri Uniform Law Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System) and NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to outside agencies.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9200

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Historical Offender File

**CUTOFF:** Offender Discharge

**DESCRIPTION:** File of offender sentenced to death or is an offender determined by the Missouri State Archives to be historically significant. Records include, but are not limited to: education and training, medical, sentence and judgement, classification, confinement, and property files.

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

**NOTES:** This file is purged of all closed information by the Department of Corrections before transfer to Missouri State Archives.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 23019

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023

**TITLE:** MULES (Missouri Uniform Law Enforcement System) Documentation

**CUTOFF:** Completion of audit by Missouri State Highway Patrol

**DESCRIPTION:** Any incoming or outgoing documentation regarding the operation and maintenance of MULES (Missouri Uniform Law Enforcement System) printers, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9202

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Records

**TITLE:** Offender Discharge Files

**CUTOFF:** Offender Discharge

**DESCRIPTION:** Records of offender that include, but are not limited to: education and training, medical, sentence and judgement, classification, fingerprints, and property files.

**RETENTION:** Years: 35 Months: 0 Days: 0

**NOTES:** For historically significant offender discharge files, see series 23019.

**DISPOSITION ACTION:** Destroy

**SERIES:** 9203

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Penitentiary Pack (Penpack) Request Log

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Record of request for information (fingerprints, picture, sentence, and judgement) on a previously incarcerated offender.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9206

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Personnel Information File (Reference copies)

**CUTOFF:**

**DESCRIPTION:** Originals kept in Personnel Department at Division Headquarters

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9209

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Records

**TITLE:** Record Transmittal And Receipt

**CUTOFF:**EOCY

**DESCRIPTION:** A form tracking classification, Sentence and Judgment, education, property and medical file movement.

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

**NOTES:** Form #MO931-1242

**DISPOSITION ACTION:** Destroy

**SERIES:** 9207

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Records Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Reports pertinent to the operations of the Records section and submitted on a specific timeline. Reports include but are not limited to transfer lists, movement/count reports, time credit reports, racial balance reports, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9208

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Technical Reference Materials

**CUTOFF:**

**DESCRIPTION:** Books, catalogs, brochures, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9210

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008