



**Agency Records Disposition Schedule**

Department: Department of Elementary & Secondary Education

Section:

Division: Financial & Administrative Services

Sub-Section:

**TITLE:** Budget Documents

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records of the budget plan developed for the agency which includes state and federal funds. Records include, but are not limited to: fiscal notes, status reports, budget formulation papers, financial operating documentation, quarterly allotments, encumbrance requests, and allocations used in the administration of the department's budget.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21751

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Child Nutrition Program Administrative Reviews

**CUTOFF:** End of State Fiscal Year Following Completion of Review

**DESCRIPTION:** Records of administrative reviews conducted by the department for school district child nutrition programs that the agency administers for the United States Department of Agriculture (USDA). Records include, but are not limited to: review results of program access and reimbursement including eligibility and certification; compliance with meal patterns and nutritional quality of school meals; the school nutrition environment including food safety, local school wellness policy, and competitive foods; compliance related to civil rights; and general program participation. Records created pursuant to 7 CFR 210.18(i)(3).

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21797

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



**Agency Records Disposition Schedule**

Department: Department of Elementary & Secondary Education

Section:

Division: Financial & Administrative Services

Sub-Section:

**TITLE:** Child Nutrition Program Audits

**CUTOFF:** End of Federal Fiscal Year

**DESCRIPTION:** Records of audits performed by the federal General Accounting Office for child nutrition programs administered by the department. Records include, but are not limited to, financial management reviews, management evaluations, and civil rights compliance reviews.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21791

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** School District Audit Reports

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records of required audits performed by independent auditors for all school districts. Records include, but are not limited to, district general, special revenue, debt service, and capital projects funds, any fiduciary or proprietary funds, and component units. Records created pursuant to 165.121 RSMo and 5 CSR 30-4.030.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21787

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024