



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** A+ Schools

**CUTOFF:** EOSFY

**DESCRIPTION:** Grant applications for public school districts qualifying for A+ funds, including budgets and payment information, and correspondence to schools about A+ funding.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21820

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** A+ Schools Community Colleges and Career Technical Schools

**CUTOFF:** EOSFY

**DESCRIPTION:** Budgets and payment information to higher education institutions to cover student expenses reimbursable to the colleges, and correspondence regarding A+ funding. These records include confidential student information and will need to be destroyed. (Paper

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21821

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** A+ Student Information

**CUTOFF:** EOSFY

**DESCRIPTION:** Confidential information for students qualifying for the A+ program, used to determine eligibility and payments due for classes completed by the students. (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21822

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Administrative Budget and Fiscal Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Contains budget, budget requests, warrant requests, financial report of workshops, purchase requisitions, etc. (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21823

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** AIDS Education

**CUTOFF:** EOFFY

**DESCRIPTION:** Copies of State Plans, Grant Applications to CDC to receive Federal funds, information on School Health Profile Surveys from public school districts, correspondence and guidelines for AIDS Education

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21813

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Annual Report File

**CUTOFF:** EOSFY

**DESCRIPTION:** Original copies of table and narrative, plus contractual materials used in publishing Annual Report

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21840

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Approved Application and Final Report, Public Law 874

**CUTOFF:** EOFFY

**DESCRIPTION:** Submitted by school districts in federally impacted areas for financial assistance for current expenditures

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21830

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Approved Applications and Supporting Data, Public Law 815

**CUTOFF:** EOFFY

**DESCRIPTION:** Submitted by school districts in federally impacted areas for financial assistance for school building construction

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21831

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Catalog and Publication File

**CUTOFF:** EOSFY

**DESCRIPTION:** Catalogs of school materials and supplies listed by source

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21808

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Charter Schools Applications

**CUTOFF:** EOSFY

**DESCRIPTION:** Documents relating to opening and continuation of operations of Charter Schools.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21825

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Child Care Development Fund Grant

**CUTOFF:** EOSFY

**DESCRIPTION:** Applications, final reports, and district/department correspondence relating to the CCDFG. Interoffice memos (IOC) managements, financial and policy. (Paper and Electronic Formats) \*Microfilmed after 7 years.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21816

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Committee Files - Crime and Violence Committee and Equal Education Opportunity Committees

**CUTOFF:** EOSFY

**DESCRIPTION:** Listing of committee members, copies of expense reports, agendas, and correspondence regarding committee meetings and miscellaneous information regarding committes.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21826

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Current Copies of Directories, Annual Reports and Statistical Data from Other States

**CUTOFF:** EOSFY

**DESCRIPTION:** Materials used as reference materials in publishing informational reports

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21845

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Current Copies of Statistical Reports from Federal Agencies

**CUTOFF:** EOSFY

**DESCRIPTION:** Data and reports used as reference materials for comparison of state data to national data

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21846

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Curriculum Resource File

**CUTOFF:** EOSFY

**DESCRIPTION:** Materials related directly to elementary and secondary education by subject field (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21807

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Desegregation Case Files

**CUTOFF:** DWSO

**DESCRIPTION:** Includes court orders, filings, correspondence, budget information, reports to court committees, information and other documents related to previously mentioned items and dispositions. (Paper, Electronic and Microfilm Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21824

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Early Childhood Development Projects

**CUTOFF:** EOSFY

**DESCRIPTION:** Applications, final reports, and district/department correspondence relating to the Early Childhood Development Act. Interoffice memos (IOC) managements, financial and policy. (Paper and Electronic Formats)  
\*Microfilmed after 7 years.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21814

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Federal Agency Bulletins Regulations Memorandums

**CUTOFF:** EOFFY

**DESCRIPTION:** Contains bulletins which interpret changes in federal laws concerning education

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21834

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Federal Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of reports completed for National Center for Education Statistics (NCES)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21842

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Federally Funded Projects

**CUTOFF:** EOSFY

**DESCRIPTION:** Project records of school districts receiving flow-through money from the office of gifted and talented. (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21828

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Forms Management Files and Inventory of Current Forms and Card File

**CUTOFF:** EOSFY

**DESCRIPTION:** All approved forms used by Department including copies of the forms used for data collection and reports asking for information from public schools

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21847

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** General Information Request File

**CUTOFF:** EOSFY

**DESCRIPTION:** Requests for curriculum guides and other State Department of Education publications filed with dispositions.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21810

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** General School District File

**CUTOFF:** EOSFY

**DESCRIPTION:** Correspondence and data related to surveys and/or other services which have been or will be provided to the district by State Department of Education (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21809

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Grant Applications

**CUTOFF:** EOFFY

**DESCRIPTION:** Federal grant applications that are submitted by school districts including to receive Federal funds. To include: Comprehensive School Reform, Bilingual, Immigrant, Refugee Children, Goals 2000, Language Assistance, Homeless, Even Start Grants. (Paper

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21817

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001





**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Issuing Office Publications

**CUTOFF:** EOSFY

**DESCRIPTION:** Old catalogs and summary reports on the assessments, including the Assessment Standards and publications on the Assessments.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21804

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Library of Annual Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of Missouri Annual Reports beginning 1868

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21843

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Library of School Directories

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of Missouri School Directories beginning 1913-14

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21844

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Missouri Fee Payment Program

**CUTOFF:** EOSFY

**DESCRIPTION:** Project records of school districts with approved application for Dual Credit, Advanced Placement and International Baccalaureate. \*OMB Circular A133 Audit Compliance (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21829

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Missouri Preschool Projects

**CUTOFF:** EOSFY

**DESCRIPTION:** Applications, final reports, and district/department correspondence relating to the Missouri Preschool Project. Interoffice memos (IOC) managements, financial and policy. (Paper and Electronic Formats)  
\*Microfilmed after 7 years.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21815

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Missouri School Improvement Program (MSIP)

**CUTOFF:** DWSO

**DESCRIPTION:** Files to include MSIP Final Report, MSIP State Board Summary, Department School Improvement Committee Evaluation (6 years on site then MFD)

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21838

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Missouri School Issues

**CUTOFF:** EOSFY

**DESCRIPTION:** Publications dealing with general information on schools

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21835

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Profiles for School Districts

**CUTOFF:** EOSFY

**DESCRIPTION:** Summary reports and financial data for public schools used in accreditation process (Microfilmed)

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21848

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Remedial Reading Teachers / HB 474

**CUTOFF:** EOSFY

**DESCRIPTION:** Correspondence and payments to school districts for remedial reading teachers under HB 474

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21811

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Remedial Reading under HB 474

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of reimbursement of payments to public school districts for qualified remedial reading teachers, correspondence about the qualifications of teachers and information relating to payments. (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21812

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** School Directory File

**CUTOFF:** EOSFY

**DESCRIPTION:** Contracts and correspondence used to publish directory

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21841

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** School Files

**CUTOFF:** DWSO

**DESCRIPTION:** Contains closed school authorization, summer school survey and statistical information material (Records Microfilmed and Destroyed)

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21836

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Special Projects and Research Programs

**CUTOFF:** EOSFY

**DESCRIPTION:** Materials used to develop and research assessments; includes records regarding NAEP, ACT, and SAT Assessments

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21803

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** State Assisted Program for Gifted Students

**CUTOFF:** EOSFY

**DESCRIPTION:** Project records of school districts approved under the State Assisted Gifted Program and receiving state aid for their gifted programs (Electronic Format)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21827

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** State Plans, Regulations and Guidelines, Annual Report for Federal ESEA Funds

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes application processes and information to apply for grants, and correspondence to schools regarding Title I, Title II, Title III, Title IV, Title V, Title VI, and Migrant Education. (Paper and Electronic Formats)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21818

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** State Teacher Examinations

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of exams given at the County for Teachers who were teaching before teaching certificates were issued, to verify their teaching skills, in compliance with Section 168.021, RSMo

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21837

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Statements of Compliance Title VI, Civil Rights Act of 1964

**CUTOFF:** WSO

**DESCRIPTION:** Submitted by school districts in compliance with federal law

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21832

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Statewide Testing Files and Test Applications

**CUTOFF:** EOSFY

**DESCRIPTION:** Information on CLEAR ACCESS and Crystal Reports, including public school district data and individual student data.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21806

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: School Improvement

Sub-Section:

**TITLE:** Supplement Statistical Data for School Districts and Counties

**CUTOFF:** EOSFY

**DESCRIPTION:** A bound volume of background material for Annual Report

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21839

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Survey Section 402 of Civil Rights act of 1964

**CUTOFF:** WSO

**DESCRIPTION:** Reports submitted by certain school districts as required.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21833

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001

**TITLE:** Test Reference Materials - Test Booklets

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of test booklets and assessments in all subject areas; correspondence and reference materials from CTB-McGraw Hill Test Contractor.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21805

**SERIES STATUS:** Approved

**APPROVAL DATE:**

2/22/2001