



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Business & Community Solutions

Sub-Section:

TITLE: Business and Community Project Files

CUTOFF: Close of project

DESCRIPTION: Includes project notes, project proposals, and general information (correspondence, memos, faxes, client impact statements) related to business project for either a business retention, expansion or new location project. This includes both domestic and international projects.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22303

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Business Incentives Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs that provide financial incentives to businesses that create or retain jobs in Missouri. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; proof of payment; public notices; quarterly, annual, and final reports; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22307

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Business & Community Solutions

Sub-Section:

TITLE: Community Development Block Grant (CDBG) - Administrative Records

CUTOFF: Closeout of Grant by Awarding Federal Agency

DESCRIPTION: Community Development Block Grants (CDBG) is a federal program that provides financial assistance to local governments and nonprofits for public improvements. Records include, but are not limited to: correspondence and memorandums on management, financial and policy matters; records management files; rules and regulations; legal opinions; audit reports, project grant awards, financial records, applications, guidelines, and reports. Records maintained pursuant to 24 CFR 570.490 (d).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22309

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Community Improvement Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs that assist in improving community projects. Records include, but are not limited to: program guidelines; applications; agreements; public notices; Community Improvement District (CID) reports; compliance reviews; and audit documents.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22308

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Business & Community Solutions

Sub-Section:

TITLE: Contribution Tax Credit Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs in which taxpayers receive a tax credit as an incentive for contributing to community or economic development programs or projects. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; quarterly, annual, and final reports; invoices; proof of payment; tax credit certificates; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22305

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Investment Tax Credit Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs in which a taxpayer makes an investment into the program and receives a tax credit as an incentive for the investment. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; quarterly, annual, and final reports; photographs; maps; invoices; proof of payment; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22304

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Statewide Program Files

CUTOFF: EOFFY

DESCRIPTION: Includes Missouri customized training files, dislocated worker files, training program for older workers files, and performance grants and service files, as well as documents related to similar such programs that may arise in the future, unless records are otherwise scheduled. Subject to federal audit for 5 years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22321

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Business & Community Solutions

Sub-Section:

TITLE: Tax Increment Financing (TIF) Programs

CUTOFF: Close of project

DESCRIPTION: Records related to the administration of programs in which a portion of the taxes generated by new economic developments is captured and used to pay for project costs over a period of time and for development or redevelopment in a designated area. Records include, but are not limited to: program guidelines; applications; agreements; financial documents; case studies; public notices; quarterly, annual, and final reports; compliance reviews; and audit documents.

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22306

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019
