



**Agency Records Disposition Schedule**

Department: Department of Labor and Industrial Relations

Section: Employer Contributions Section

Division: Division of Employment Security

Sub-Section:

**TITLE:** Benefit Charge Statements

**CUTOFF:** EOSFY resolved

**DESCRIPTION:** Documents relating to unemployment charges to employers' accounts and any necessary resolution of disputed charges. Records include, but are not limited to, Missouri Department Employment Security form INF-280 and related correspondence. Created per Section 288.100 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22870

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Employer Contribution Files

**CUTOFF:** Close of account

**DESCRIPTION:** Contains reports on Employment Experience, Reciprocal Agreements, Notice of Determinations, Legal Determinations, and supportive documents relating to each employer's account.

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

**NOTES:** Earlier files may exist on microfiche.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6729

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Employer Unit Status Reports - Not Liable

**CUTOFF:** Close of investigation

**DESCRIPTION:** Records relating to employers who are not liable for claims to unemployment benefits, and are not subject to Chapter 288 RSMo. Records include, but are not limited to, Missouri Department of Employment Security Unemployment Tax Registration Form 2699-5. Records created per Section 288.032 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6727

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Labor and Industrial Relations

Section: Employer Contributions Section

Division: Division of Employment Security

Sub-Section:

**TITLE:** Employer's Experience Rating Statement and Notice of Contribution Rate

**CUTOFF:**EOCY

**DESCRIPTION:** An experience rating provision is an incentive for employers to maintain stable employment, review claims, and reduce unemployment. Records include, but are not limited to, Missouri Department Employment Security Form-4781 and related correspondence. Created per Section 288.100 RSMo.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6732

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Missouri Quarterly Contribution and Wage Reports

**CUTOFF:**EOSFY

**DESCRIPTION:** Records of employers' reports of individual workers' wages each quarter for the Division of Employment Security (DES) to be used for determining employers' unemployment tax rates and monetary benefits if a worker files an unemployment claim. Records include, but are not limited to, Contribution and Wage Reports and supporting documents. Records produced per Section 288.032 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6730

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016