



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Court Services

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Juror Databases

CUTOFF: WSO

DESCRIPTION: Master list of all jurors in Missouri as required by state statute RSMo 494.410.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23324

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Juror Management System (JMS) Confidentiality Statements

CUTOFF: WSO

DESCRIPTION: Memorandum of Understanding from counties that use the JMS.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23323

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Missouri Automated Child Support System (MACSS) Bank Reconciliations

CUTOFF: EOSFY

DESCRIPTION: Bank reconciliations used by counties to audit MACSS payments.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23322

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Court Services

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Transcript Orders

CUTOFF: EOSFY

DESCRIPTION: Request from court to have transcript prepared from recording of court hearing.

RETENTION: Years: 4 Months: Days:

NOTES: Filed by circuit when transcript completed.

DISPOSITION ACTION: Destroy

SERIES: 23326

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Transcripts

CUTOFF: EOSFY

DESCRIPTION: Completed transcripts of trial proceedings requested per court order.

RETENTION: Years: 4 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23325

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010