



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Judicial Education

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Course Development Materials

CUTOFF:EOCY

DESCRIPTION: Records include, but are not limited to background materials and correspondence used in developing new training by in-house development and contracted vendors.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23330

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Course Planning File

CUTOFF:EOCY

DESCRIPTION: File containing announcements, correspondence and arrangements for each course conducted by Office of State Courts Administrator Judicial Education Department.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23328

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Educational Course Records

CUTOFF:EOCY

DESCRIPTION: Education tracking records of all courses offered by Office of State Court Administrator. Records include, but are not limited to attendee registration, completed course information, and Continued Learned Education (CLE) hours.

RETENTION: Years: 3 Months: Days:

NOTES: Records maintained in the Learning Management System (LMS) and Municipal Judges Tracking System.

DISPOSITION ACTION: Destroy

SERIES: 23329

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Judicial Education

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Learning Management System (LMS) Court User Profile Form

CUTOFF:EOCY in which access removed or denied

DESCRIPTION: Form completed by the Office of State Courts Administrator or court staff to request user access to LMS system.

RETENTION: Years: 2 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23333

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Learning Management System (LMS) Learning Request Form

CUTOFF:EOCY in which training completed

DESCRIPTION: Form completed by the Office of State Courts Administrator (OSCA) staff to request training course information entry into LMS system. This advises OSCA staff of information needed to build courses offered by OSCA for attendees to register for admission to the training.

RETENTION: Years: 2 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23334

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Training Materials

CUTOFF:EOCY

DESCRIPTION: Materials handed out to participants in training as part of specific course or training.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23331

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Judicial Education

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Tuition Reimbursements

CUTOFF: EOSFY

DESCRIPTION: Records of approved tuition costs for employees who successfully complete undergraduate/graduate courses. Records to include, but not limited to application for tuition reimbursement form, detailed billing that specifies course taken, cost, approved grade notice, and documentation of any financial assistance received.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23332

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010