



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** American Express

**CUTOFF:** EOSFY

**DESCRIPTION:** American Express. Maybe destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2843

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Automatic Clearing House (ACH) / Electronic Funds Transfer Summary Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Report generated by the bank showing payments that have been returned to the state for various reasoning that require action.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22982

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** Cafeteria Plan Reports, Checks, Forms

**CUTOFF:** EOSFY

**DESCRIPTION:** Cafeteria Plan Reports, Checks, Forms. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2844

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Cash Receipts

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documentation for the recording of cash and checks, credit card receipts, ACH/wire transfers, bank error corrections and deferred revenue.

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

**NOTES:**

**DISPOSITION ACTION:**

**SERIES:** 22977

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** Check Cancellations

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documentation for cancellation of all check series produced by Office of Administration, Department of Social Services and Department of Revenue.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22981

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** Direct Deposit

**CUTOFF:** EOSFY

**DESCRIPTION:** Direct Deposit. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2845

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Encumbrance Documents

**CUTOFF:** EOSFY

**DESCRIPTION:** Encumbrance Documents

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2824

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Garnishment Report and Withholding Orders:

**CUTOFF:** EOFFY

**DESCRIPTION:** Garnishment Report and Withholding Orders includes Child Support Orders, Bankruptcy Orders, Federal Levies, Payroll Deduction agreements, Federal Writs of Continuing Garnishments, State Writs of Sequestration, and Sequestration Reports (OAP680R2). May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2852

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Journal Vouchers

**CUTOFF:** EOSFY

**DESCRIPTION:** Journal Vouchers. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2846

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Ledger Books (incl. SAM)

**CUTOFF:** EOSFY

**DESCRIPTION:** Ledger Books (incl. SAM) - contains account number, date jacket number, amount paid, total expenditure, etc.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2829

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Manual Warrants

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documentation for warrants processed manually in the SAM II system.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22984

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** MOSERS/Retirement

**CUTOFF:** EOSFY

**DESCRIPTION:** MOSERS/Retirement. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2847

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Non-sufficient Funds

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation used to record the return of funds resulting from bad checks which were originally recorded in SAM II as payment of receivables.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22978

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** OASDI/Medicare

**CUTOFF:** EOSFY

**DESCRIPTION:** OASDI/Medicare. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2848

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Payment Supporting Documentation - All Others

**CUTOFF:** EOSFY

**DESCRIPTION:** Payment documents posting expenditures in SAM II, maintained per RSMo 33.150.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22988

**SERIES STATUS:** Pending

**APPROVAL DATE:**



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Payment Supporting Documentation - Department of Natural Resources  
Federal Grants

**CUTOFF:** EOFFY in which final financial status report was  
issued

**DESCRIPTION:** Payment documents posting expenditures in SAM II to DNR Federal  
Grants. Agency must obtain written approval from the EPA award official  
before destroying the records, per CFR 40 Part 35.6705 (b).

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22987

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** Payment Supporting Documentation - Highway and Transportation Funds

**CUTOFF:** EOFFY in which project completed

**DESCRIPTION:** Payment documents posting expenditures in SAM II to Road/Highway  
Funds. May include Federal Highway Funds.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22986

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** Payroll - Bank Statements, Receipts, etc.

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll - Bank Statements, Receipts, etc. May be destroyed after  
conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2835

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Payroll - Check Register (Micro-fiche)

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll - Check Register (Micro-fiche). May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2836

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Payroll - Employers Copy W-2

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll - Employers Copy W-2

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2839

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Payroll CYE Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll CYE Reports. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2838

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Payroll Monthly/Quarterly Reports to Taxing Jurisdictions

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll Monthly/Quarterly Reports to Taxing Jurisdictions. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2840

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Payroll Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll Reports - Accepted Adjustments, Daily, Librarian, Monetary Adjustments, Requisitions, TandA Activity. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2841

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Payroll Reports - CYE, Employee Deductions, Deductions, Y-T-D Registers (micro-fiche)

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll Reports - CYE, Employee Deductions, Deductions, Y-T-D Registers (micro-fiche). May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2842

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996





**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Payroll-Current Earnings Register (Micro-fiche)

**CUTOFF:** EOSFY

**DESCRIPTION:** Payroll-Current Earnings Register (Micro-fiche). May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2837

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** PEBSCO

**CUTOFF:** EOSFY

**DESCRIPTION:** PEBSCO. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2849

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Revenue Transmittals

**CUTOFF:** EOSFY

**DESCRIPTION:** Revenue Transmittals

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2825

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Sam Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Sam Reports (16015, 16019, 22050, 22051, 22031, 22041, 22099, 23021, 25001 and 25003) (This is C.O.M. microfiche.)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2860

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Savings Bond Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Savings Bond Reports. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2850

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** State Fair/Horse Racing

**CUTOFF:** EOSFY

**DESCRIPTION:** State Fair/Horse Racing. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2851

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Transfer Vouchers

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documentation used to transfer cash between funds.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22979

**SERIES STATUS:** Pending

**APPROVAL DATE:**

**TITLE:** Trust Funds - Unappropriated Accounts

**CUTOFF:** EOSFY

**DESCRIPTION:** Trust Funds - Unappropriated Accounts - includes payment documents and ledgers

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2834

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Vendor File Information: 1099's

**CUTOFF:** EOSFY

**DESCRIPTION:** 1099's

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2828

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Accounting

Sub-Section:

**TITLE:** Vendor File Information: 584's, check remake, cancellation

**CUTOFF:** EOSFY

**DESCRIPTION:** 584's, check remake, cancellation. May be destroyed after conclusion of state audit if completed before end of retention period.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2827

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Warrant Register

**CUTOFF:** EOSFY

**DESCRIPTION:** Warrant Register - contains check number, account number, and to whom was issued. (This is C.O.M. microfiche)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2833

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Warrant Register - Paper Copy

**CUTOFF:** EOSFY

**DESCRIPTION:** Copy of the warrant register that includes agency signature certifying the receipt of checks issued in the nightly cycle.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22985

**SERIES STATUS:** Pending

**APPROVAL DATE:**