



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Agency Budget Requests - Governor Recommended CUTOFF: EOSFY
DESCRIPTION: Agency budget requests submitted to Budget and Planning twice each fiscal year with recommendations by the governor. Records created per 33.220 RSMo. RETENTION: Years: 3 Months: 0 Days: 0
NOTES: Agency budgets are submitted to the division in October and January with the governor's recommendations. DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives
SERIES: 2861 SERIES STATUS: Approved APPROVAL DATE: 11/15/2016

TITLE: Amendments to the Executive Budget Files CUTOFF: EOCY
DESCRIPTION: Records include, but are not limited to, the governor's amendments to the Executive Budget as submitted to General Assembly. Records created per Missouri Constitution Article IV, Sections 24 and 26. RETENTION: Years: 10 Months: 0 Days: 0
NOTES: DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives
SERIES: 2869 SERIES STATUS: Approved APPROVAL DATE: 11/15/2016

TITLE: Census and Reapportionment Files CUTOFF: EOCY
DESCRIPTION: Records created from the most recent decennial census which are used to compile demographic information and aid the Missouri House and Senate Apportionment Commissions in reapportionment matters. Records include, but are not limited to, population tabulations, statistics, and proposed legislative district lines. Records created per Missouri Constitution Article III, Sections 2 and 7. RETENTION: Years: 3 Months: 0 Days: 0
NOTES: DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives
SERIES: 2870 SERIES STATUS: Approved APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Executive Budget Documents

CUTOFF: EOSFY

DESCRIPTION: Final documentation of the governor's Executive Budget prepared by the division which is submitted annually to the General Assembly. Records include, but are not limited to, details of the estimated state revenues and expenditures for the upcoming fiscal year. Records created per Missouri Constitution Article IV, Sections 24 and 25, and 33.250-33.280 RSMo.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Copies sent to State Library.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 2863

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Legislative Bill Review Files

CUTOFF: EOCY

DESCRIPTION: Bill reviews of all truly agreed to and finally passed legislation. Records include, but are not limited to, bill review forms, copies of bills, fiscal notes and other backup documentation.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 2873

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Veto Letters and Budget Fact Sheets

CUTOFF: EOCY

DESCRIPTION: Fact sheets providing overall information on action taken on appropriations bills after the legislation passes the General Assembly. Records created per Missouri Constitution Article IV, Sections 24 and 26.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Fact sheets are attached to copies of letters the governor has signed either vetoing or approving appropriation bills.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 2872

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Office of Administration
Division: Division of Budget and Planning

Section:
Sub-Section:

TITLE: Withholding/Reserve Files

CUTOFF: EOCY

DESCRIPTION: Withholding/Reserve Files - contain withholding and reserve plans for state departments for each fiscal year

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 2868

SERIES STATUS: Approved

APPROVAL DATE:

5/2/1995
