



Missouri Secretary of State
Records Management Division

Notice of Intent to Only Use General Retention Schedule

Department: Office of Administration

Division: Division of Purchasing

Section: _____

Sub-Section: _____

As of November 15, 2016, Agency acknowledges that all of their records can be maintained in accordance with the General Retention Schedule (GRS) and no agency specific schedule is required.

To view the GRS, go to <http://www.sos.mo.gov/records/recmgmt/retention/general.asp>.