



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Budget & Procurement Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Reports of Material Damage

**CUTOFF:** Completion of Review Board Assessment

**DESCRIPTION:** Documentation of non-expendable state property, equipment, or rented and leased equipment that has been damaged beyond use, lost, or stolen. Records include, but are not limited to, report of survey forms and any related correspondence.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21272

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/25/2024