



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Drug & Crime Control

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Auto Theft Case Files

CUTOFF:EOCY

DESCRIPTION: Report of stolen, abandoned, seized, or recovered vehicles. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21453

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Narrative Investigation Reports

CUTOFF:EOCY

DESCRIPTION: Narratives of investigations conducted by the Patrol relating to criminal activities or incidents. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21457

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Polygraphists Reports

CUTOFF:EOCY

DESCRIPTION: Report made when a polygraph is conducted on an individual for the purposed of criminal activity or incidents. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21458

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Drug & Crime Control

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Property Records

CUTOFF:EOCY

DESCRIPTION: Record used to account for property (any item or vehicle seized or held by an employee of the Patrol for safekeeping, as evidence, or for asset forfeiture) for which the Patrol has collected or seized. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21459

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Special Auto Theft Investigation Files

CUTOFF:EOCY

DESCRIPTION: Investigations pertaining to stolen, abandoned, seized, or recovered vehicles. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21454

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007