



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Public Information & Education

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Address Index File

**CUTOFF:**EOCY

**DESCRIPTION:** Database containing e-mail addresses for statewide media outlets. Hard copy booklets contain media addresses and phone numbers.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21442

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Educational Brochures

**CUTOFF:**WSO

**DESCRIPTION:** Informational brochures produced and published by the Patrol. Brochures are reviewed annually and updated when necessary. A copy will be sent to the Missouri State Archives.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21446

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** MSHP Historical Records

**CUTOFF:**EOCY

**DESCRIPTION:** Written history of the Patrol (kept electronically), newspaper clippings, and Agency photos. A copy will be sent to the Missouri State Archives.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21444

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Public Information & Education

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Public Information and Education Activity Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** An electronic report of all Public Information and Education Activity throughout the state. This report captures detailed information for programs and displays. Maintained for Patrol statistics as well as for Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) information. 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:** 21447

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Publications

**CUTOFF:** EOCY

**DESCRIPTION:** Annual Reports, Patrol News, Year Books - publications in booklet forms that include information specific to the Patrol. A copy will be sent to the Missouri State Archives.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21445

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Requests for Artwork - SHP-706

**CUTOFF:** EOSFY

**DESCRIPTION:** Completed Request for Artwork forms for which time and cost are allocated. Form contains detailed information for each project, including time and cost information. 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:** 21448

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007