



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Troops

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Criminal Case Files - SHP-259

CUTOFF:EOCY

DESCRIPTION: A logbook, which tracks the disposition of criminal cases and the current work status of each case. Officers, supervisors, and staff routinely review cases, and document the updated status by use of this logbook.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21394

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Waiver and Release for Towing Vessels

CUTOFF:End of calendar year in which the document was created

DESCRIPTION: Form used by members of the Water Patrol Division to obtain a signed waiver that a person will not hold the department liable for damages if their boat is to be towed to safety with the patrol vessel.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23444

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Weigh Station Summary

CUTOFF:EOSFY

DESCRIPTION: Report collects data daily on number of trucks weighted, overweight violations and enforcement action taken when an overweight vehicle is detected by weigh stations and portable units. This report includes enforcement hours, total personnel hours and station hours open for each weigh station and portable unit.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21274

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007