



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Accounting Services

Division: Taxation and Collection

Sub-Section:

TITLE: Corporation Income Tax Return File	CUTOFF: EOSFY	
DESCRIPTION: Records documenting corporate income and franchise tax returns per 143.431 RSMo.	RETENTION: Years: 20 Months: 0 Days: 0	
NOTES: Records imaged. Paper kept 1 year then destroyed. Image kept 20 years.	DISPOSITION ACTION: Destroy	
SERIES #: 6975	SERIES STATUS: Approved	APPROVAL DATE: 06/19/2012
TITLE: Employer Withholding Tax Reports	CUTOFF: EOSFY	
DESCRIPTION: Documents detailing the reconciliations of taxes withheld by an employer. Also contains late pay envelopes indicating proof of late payment from the post marked date.	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES: Records imaged. Paper kept 1 year then destroyed. Image kept 10 years.	DISPOSITION ACTION: Destroy	
SERIES #: 6973	SERIES STATUS: Approved	APPROVAL DATE: 06/19/2012
TITLE: Individual Income Tax Certificates of Signature	CUTOFF:	
DESCRIPTION: Individual Income Tax Certificates of Signature - When money individual income tax returns are filed without the taxpayer's signature, the year return is processed, and a Certificate of Signature is returned to the taxpayer to sign and return to the Department of Revenue. Upon receipt of the completed certificate, it is filed in alphabetical sequence. (RSMo 143.971)	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES: Records microfilmed. Paper kept 1 year then destroyed.	DISPOSITION ACTION: Destroy	
SERIES #: 6972	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Individual Income Tax Returns	CUTOFF: EOSFY	
DESCRIPTION: Records documenting individual income returns which includes, but are not limited to the 1040 forms, property tax credit (PTC) claims and homestead preservation credit (HPC) applications per 143.971 RSMo.	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6971	SERIES STATUS: Approved	APPROVAL DATE: 06/19/2012