



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: County Tax

TITLE: Certified Copy of Order in Erroneous Assessment County Court Orders

CUTOFF: EOSFY

DESCRIPTION: Court orders correcting a personal property tax assessment previously issued by a Collector or reports in regards to same, per 137.260 RSMo. The order allows the collector to receive the entitled credit.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7074

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Collector's Annual Statements and Supporting Documents

CUTOFF: EOSFY

DESCRIPTION: Annual report filed by each County Collector and any correspondence between Department of Revenue and the Collector with regards to said report, per 52.295 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7071

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Collectors Bonds

CUTOFF: End of state fiscal year in which County Collector leaves office

DESCRIPTION: Records include copies of the surety bond each County Collector has filed with Department of Revenue and correspondence concerning same, per 52.020 and 52.380 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7078

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: County Tax

TITLE: County Collector's Reports

CUTOFF: EOSFY

DESCRIPTION: Various reports and payments received from each County Collector. Reports list remittances to the Blind Pension Fund and to General Revenue, per 52.170 and 209.130 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7079

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Crime Victims Compensation Reports

CUTOFF: EOSFY

DESCRIPTION: Reports received by the county and municipal clerks for payment of their monthly Crime Victims Compensation fees per 595 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7080

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Monthly Statement of Collections

CUTOFF: EOSFY

DESCRIPTION: Records document the County Clerk Reports, (Form 1315A) filed on a monthly basis per 139.210 RSMo. Report verifies all state, county, school, road and municipal taxes as well as all license fees paid to the County Collector.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7082

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: County Tax

TITLE: Private Rail Car Tax Reports

CUTOFF: EOSFY

DESCRIPTION: Assessments issued and billed to various rail car companies operating in the State of Missouri. Includes payments received and processed by County Tax and information with regards to the Private Car distribution done on an annual basis to qualified County Treasurers, per 137.983 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7075

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Recorders Fees

CUTOFF: EOSFY

DESCRIPTION: Payments received monthly from each County Recorder of Deeds. The fees include, but are not limited to User Fees (59.319 RSMo.), Children's Trust Fund fees (451.151 RSMo.) and Statutory County Recorder Fees (59.319 RSMo.).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7076

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Reports of Fees Collected by Circuit, Probate, Associate and Municipal Clerks

CUTOFF: EOSFY

DESCRIPTION: Reports of fees collected from county and municipal clerks to include, but not limited to Circuit, Probate, Associate and Municipal for many of the various fees received by county tax. Records include statewide accounting system documents and Department of Revenue internal financial reports corresponding to daily deposits of the various fees, per 483 and 488 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7073

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012