



**Agency Records Disposition Schedule**

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: Franchise Tax

**TITLE:** Audits for Compliance

**CUTOFF:** EOSFY

**DESCRIPTION:** Audits of corporations for franchise tax compliance conducted by Department of Revenue Field Compliance staff. Records are listed by corporation number.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Original sent by Department of Revenue to Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 209

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Daily Deposit Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Report showing total amount of dollars transmitted (daily, month to date, and adjustments). Report is used to input to the daily ledgers to track totals deposited for the year.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 204

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Franchise Tax Balance Due

**CUTOFF:** EOSFY

**DESCRIPTION:** Records documenting corporations designated as non-filers or forfeiture. The accounts are certified and sent to the Attorney General for collection of payment to Department of Revenue.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 202

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012



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**TITLE:** Franchise Tax Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports submitted annually by corporations showing their financial condition, (Form FT1). Financial information is extracted from the franchise tax form (Form 1120 or 1120S), per 147.020 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 200

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

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