



Agency Records Disposition Schedule

Department: Department of Revenue
Division: Taxation Bureau

Section: Collections
Sub-Section: Individual Income Tax

TITLE: 1973 and After Individual Income Tax Closed Files	CUTOFF:	
DESCRIPTION: Copies of all billings, audit reports, communications and inquiries from taxpayers. Alphabetic order *	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7113	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Certification System Data Input Documents, DOR 996	CUTOFF:	
DESCRIPTION: File maintenance documents, partial and other payments, DLN (document locator number) order with the corresponding batch tickets.	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7116	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Certified Mailing Books for Individual Income Tax *	CUTOFF:	
DESCRIPTION: Certified Mailing Books for Individual Income Tax *	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7119	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Debt Offset Listing	CUTOFF:	
DESCRIPTION: Agency, Children's Trust Fund, MITS (MO Integrated Tax System) *	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7120	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Individual declaration of Estimated Tax Closed Files	CUTOFF:
DESCRIPTION: Copies of all billings, audits and communications. Used for reference.	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7114 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Payee Documents - DLN order	CUTOFF:
DESCRIPTION: vouchers, demand letters, and responses for resolution of delinquency court documents - Paper kept 1 year. Film kept 6 years.	RETENTION: Years: 6 Months: 0 Days: 0
NOTES: records microfilmed.	DISPOSITION ACTION: Destroy
SERIES #: 7122 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Return Check Files *	CUTOFF:
DESCRIPTION: Return Check Files *	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7121 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Special Projects and/or Studies files	CUTOFF:
DESCRIPTION: Studies and proposals made by outside firms on the Dept. of Revenue concerning procedures or suggested changes in the income tax system.	RETENTION: Years: 1 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7115 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Stop Refund Computer Printout Listing Certification system. Computer match of refunds with prior delinquent accounts in certification system. Generated weekly. *

CUTOFF:

DESCRIPTION: Stop Refund Computer Printout Listing Certification system. Computer match of refunds with prior delinquent accounts in certification system. Generated weekly. *

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7117 **SERIES STATUS:** Approved

APPROVAL DATE: 07/31/2003

TITLE: Weekly Update Computer Listing - Certification system

CUTOFF:

DESCRIPTION: Action taken on all delinquent accounts

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7118 **SERIES STATUS:** Approved

APPROVAL DATE: 07/31/2003