



Department: Department of Revenue
Division: Taxation Bureau

Agency Records Disposition Schedule

Section: Tax Administration
Sub-Section: Cigarette Tax

TITLE: Authorization to Set Meter Files Authorization to set meters on credit	CUTOFF:
DESCRIPTION: Authorization to Set Meter Files Authorization to set meters on credit	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7057 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Cash Transmittals of Cigarette Tax Files	CUTOFF:
DESCRIPTION: Sent in from various cigarette meter setting agents	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7064 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Cigarette Tax Credit Book File	CUTOFF:
DESCRIPTION: Daily Posting of Credit	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7061 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Cigarette Tax Decal Files	CUTOFF:
DESCRIPTION: Order Forms	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7059 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Cigarette Tax Decal Ledger Files	CUTOFF:	
DESCRIPTION: Inventory of Decals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7060	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Cigarette Tax Meter Files	CUTOFF:	
DESCRIPTION: Listing of wholesalers meter numbers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7058	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Cigarette Tax Meter Receipts File	CUTOFF:	
DESCRIPTION: Receipts of meter settings. Includes tax and credit receipts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7065	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Consolidated Monthly Cigarette Tax Report File Wholesalers monthly report	CUTOFF:	
DESCRIPTION: Consolidated Monthly Cigarette Tax Report File Wholesalers monthly report	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7055	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Credit Transmittals of Cigarette Tax Files Sent in from various cigarette meter setting agents	CUTOFF: .	
DESCRIPTION: Credit Transmittals of Cigarette Tax Files Sent in from various cigarette meter setting agents	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7063	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Deposit Credit/Debit Slips (Originals in Dept. of Revenue Investment and Cash Management Office)	CUTOFF:	
DESCRIPTION: Deposit Credit/Debit Slips (Originals in Dept. of Revenue Investment and Cash Management Office)	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7070	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Manufacturers Printouts	CUTOFF:	
DESCRIPTION: Listing of purchase by wholesalers from major tobacco companies. Invoices and number of packages of cigarettes and date	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7069	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Master Settlement Plan Records	CUTOFF:	
DESCRIPTION: All documents, records and payment information (per Missouri Attorney General decision)	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 19523	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



Agency Records Disposition Schedule

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Sub-Section: Cigarette Tax

TITLE: Missouri Cities Tax Levy Reference File	CUTOFF:	
DESCRIPTION: Amount of tax collected by each city.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7054	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Notice of Completion of Audit Files	CUTOFF:	
DESCRIPTION: Complete audits of wholesalers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7066	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Permit Files Includes application for license bond, power of attorney and all correspondence	CUTOFF:	
DESCRIPTION: Permit Files Includes application for license bond, power of attorney and all correspondence	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7067	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Wholesalers and Vendors Listing Files	CUTOFF:	
DESCRIPTION: Wholesalers and Vendors Listing Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7053	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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Agency Records Disposition Schedule

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Sub-Section: Cigarette Tax

TITLE: Wholesalers Credit Privileges Files Files containing wholesalers bonds

CUTOFF:

DESCRIPTION: Wholesalers Credit Privileges Files Files containing wholesalers bonds

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7056

SERIES STATUS: Approved

APPROVAL DATE:

07/31/2003
