



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Tax Administration

Division: Taxation Bureau

Sub-Section: County Tax

TITLE: Certified Copy of Order in Erroneous Assessment County Court Orders	CUTOFF:	
DESCRIPTION: Court orders correcting a persons property tax assessment previously issued by a Collector or reports to regard to same. The filing of this form is necessary in order for the Collector to get credit on his books. Per RSMo 137.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7074	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Closed Private Car Tax Reports	CUTOFF:	
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 Cat distribution done on an annual basis to qualified County Treasurers.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7075	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Collector's Annual Statements and Supporting Documents	CUTOFF:	
DESCRIPTION: Annual report filed by each County Collector and any correspondence between DOR and the Collector with regards to said report.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7071	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Collectors Bonds	CUTOFF:	
DESCRIPTION: Copies of the bond each County Collector has filed with DOR and correspondence concerning same.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7078	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



Agency Records Disposition Schedule

Department: Department of Revenue
Division: Taxation Bureau

Section: Tax Administration
Sub-Section: County Tax

TITLE: County Assessor Salary Costs, Office Costs, Expense Reports and County Equalization Cost Reports	CUTOFF:	
DESCRIPTION: County Assessor Salary Costs, Office Costs, Expense Reports and County Equalization Cost Reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7077	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: County Collector's Reports	CUTOFF:	
DESCRIPTION: Various reports and payents received by each County Collector.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7079	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Crime Victims Compensation Reports	CUTOFF:	
DESCRIPTION: Reports received by the county and municipal clerks for payment of their monthly Crime Victims Compensation (per RSMo 595).	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7080	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Monthly Statement of Collections	CUTOFF:	
DESCRIPTION: Form 1315A Circuit Clerk Reports filed on a monthly basis to DOR.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7082	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



Agency Records Disposition Schedule

Department: Department of Revenue
Division: Taxation Bureau

Section: Tax Administration
Sub-Section: County Tax

TITLE: Recorders Fees	CUTOFF:
DESCRIPTION: Reports and payments received by each County Recorder of Deeds.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7076	SERIES STATUS: Approved
	APPROVAL DATE: 07/31/2003
TITLE: Report of Fees Collected by Probate and Magistrate Judges	CUTOFF:
DESCRIPTION: Report of Fees Collected by Probate and Magistrate Judges	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7072	SERIES STATUS: Approved
	APPROVAL DATE: 07/31/2003
TITLE: Reports of Fees Collected by Probate, Assoc. and Municipal Clerks	CUTOFF:
DESCRIPTION: Reports filed by the county and municipal clerks for many of the various fees collected by county tax. SAM II documents and Peachtree reports corresponding to daily deposits of the various fees included also included.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7073	SERIES STATUS: Approved
	APPROVAL DATE: 07/31/2003
TITLE: Uncollectible Crime Victim Compensation Report	CUTOFF:
DESCRIPTION: List of names and addresses and other pertinent information on individuals who have not remitted crime victims compensation due a particular county clerk and ultimately the state of Missouri (per RSMo 595.045.10).	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7081	SERIES STATUS: Approved
	APPROVAL DATE: 07/31/2003