



### Agency Records Disposition Schedule

Department: Department of Revenue

Section: Tax Administration

Division: Taxation Bureau

Sub-Section: Financial Inst. Tax

<b>TITLE:</b> Financial Institution Listing	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Listing showing financial institutions paying tax	<b>RETENTION:</b> Years: 1 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 7021	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/31/2003
<b>TITLE:</b> Financial Institution Tax Bank Deposit Info. *	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Financial Institution Tax Bank Deposit Info. *	<b>RETENTION:</b> Years: 4 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 7020	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/31/2003
<b>TITLE:</b> Financial Institution Tax Correspondence Closed correspondence requests for forms, etc. *	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Financial Institution Tax Correspondence Closed correspondence requests for forms, etc. *	<b>RETENTION:</b> Years: 4 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 7019	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/31/2003
<b>TITLE:</b> Financial Institution Tax Credits Slips Credit slips issued to banks and credit inst. *	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Financial Institution Tax Credits Slips Credit slips issued to banks and credit inst. *	<b>RETENTION:</b> Years: 4 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 7022	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/31/2003



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Sub-Section: Financial Inst. Tax

<b>TITLE:</b> Financial Institution Tax Distribution Rates and Files	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Used to distribute money back to county	<b>RETENTION:</b> Years: 4 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7017	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Financial Institution Tax Returns	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Form-2, Form-3, Form-4 and Form-5 *	<b>RETENTION:</b> Years: 4 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7018	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Insurance Premium Tax Files and Insurance Premium Tax Returns	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Insurance Premium Tax Files and Insurance Premium Tax Returns	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b> Records microfilmed. Paper kept 1 year then destroyed. Film kept 5 years	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7025	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Premium Tax Transmittals, Billings and Refunds Issued (RSMo. 374.070)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Premium Tax Transmittals, Billings and Refunds Issued (RSMo. 374.070)	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7023	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003